

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
EAST CENTRAL DIVISION

1940 AGRICULTURAL CONSERVATION PROGRAM

EAST CENTRAL REGION

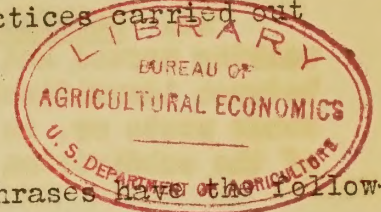
PART I. - PROCEDURE FOR DETERMINATION OF PERFORMANCE WITH
AERIAL PHOTOGRAPHS AND FARM MAPS.

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1940 Agricultural Conservation Program including 1940 crop acreages and land uses and the soil-building practices carried out under the program.

SECTION I. - DEFINITIONS

As used in these instructions the following words and phrases have the following meanings:

1. Farm map. - A map of a farm (showing boundaries and acreages of fields) reproduced from a tracing which was made in the county office either by direct tracing or pantographed (enlarged) from the aerial photograph on which such farm is shown.
2. Sketch or sketch map. - An approximate map of a farm or a field prepared by a supervisor from observations and measurements (chained or paced); not traced from a photograph.
3. Photograph; enlargement. - These terms are synonymous as used in connection with performance checking; an aerial picture, reproduced by enlarging from a negative. Photographs are not maps in the true sense of the word and should not be so called.
4. Permanent boundary. - A fixed boundary, definable on the ground and on the photograph, if present when the photograph was made, such as a fence, hedge, permanent ditch, creek, road, lane, wood line, farm boundary, or similar permanent features, or combinations of these.
5. Temporary boundary. - A division between crops which is not fixed and which either would disappear when the crops are removed or could easily be moved, as in the case of a temporary fence.
6. Field. - A body of land with a complete permanent boundary.
7. Subdivision. - A portion of a field, devoted to a crop, a practice, or other land use different from the remainder of the field or a portion of a field (or other subdivision) devoted to a special crop which is divided between producers on a basis different from that on which such crop in the remainder of the field (or subdivision) is divided.
8. Computed acreage. - Acreage determined by figuring from measurements made. This method is not as accurate as rotomentering or planimetering, unless



the measurements are carefully made and the field is a true rectangle or the angles have been accurately determined with surveying instruments. It should never be used in counties in which aerial photographs or farm maps are available except in those cases where it is specifically authorized by the State office.

9. Measured acreage. - Acreage accurately determined in the county office by (1) computing as in 8 above, (2) rotometering or planimetering on the photograph or (3) reference to records of acreages arrived at by rotometering or planimetering.

10. Careful estimate. - An acreage determined by the supervisor after walking around and across the field and using some simple method, such as scaling between identifiable points on the enlargement, pacing the sides or counting the fence posts or, in the case of a subdivision of a field, by arriving at the acreage of the subdivision as a proportion of the acreage of the whole field.

11. Participating farm. - A farm for which the owner or operator indicated on or before April 16, 1940 that such farm is taking part in the 1940 Agricultural Conservation Program.

12. Non-participating farm. - A farm for which the owner or operator did not indicate on or before April 15, 1940 that such farm is taking part in the 1940 Agricultural Conservation Program.

13. Allotment farm. - A farm for which a special crop (cotton, tobacco, wheat, peanut, potato, commercial vegetable or corn) acreage allotment has been determined.

14. Non-allotment farm. - A farm for which no special crop acreage allotments have been determined.

SECTION II. - CONDUCT OF WORK

A. Responsibility of county office. - County offices must exercise sufficient supervision to insure accurate and satisfactory work on the part of local supervisors, planimeter and rotometer operators, and other persons engaged in the preparation of Forms ECR-418, ECR-419, and related forms. A designated person in each county office should spot check the work of rotometer and planimeter operators and of others in the county office who work on the preparation of Forms ECR-419 and ECR-420, at least once each week and more frequently if required by the State office.

The chief clerk or other designated person will be responsible for coordination of field and office work, the office operations incident to performance checking, and the preparation of Forms ECR-419. A specified clerk should be responsible for the distribution of enlargements, farm maps, and other required materials to supervisors and for the preparation of progress reports.

B. Supervision by State office. - State supervisors working under the direction of the State office will visit each county as soon as possible after the local supervisors start working. The State supervisors will check two or more farms reported by each local supervisor, at least per cent of all farms in each county and at least 10 per cent of the cases where a recheck has been made in connection with the disposition of excess acreage or at the request of the farm

operator. At least one-half of the local supervisors' reports which are checked in each county will be selected at random. The State supervisor will check the local supervisor's report on a farm or such part of the report as is required for him to determine the accuracy of the report. Local supervisors will not be paid until their work has been checked by a State supervisor or other person designated by the State office. The services of local supervisors whose work is unsatisfactory will be discontinued. A report on Form ECR-429 for each farm checked by a State supervisor, will be filed in the county office and a copy will be filed in the State office.

Upon each visit to a county, the State supervisor will check the work of each planimeter or rotometer operator on at least 10 fields the acreages of which have been measured by such operator and will prepare a report on Form ECR-331 showing the acreage computed by the operator and the correct acreages as determined by the State supervisor. One copy of this report will be filed in the county office and one copy forwarded to the State office.

State office representatives will make a complete and careful audit of Forms ECR-418 and 419 for at least 2 percent of the farms on which performance is checked in each county. The results of this audit will be reported on Form ECR-434. One copy of this report will be filed in the State office and one copy in the county office.

SECTION III. - GENERAL USE AND CARE OF PHOTOGRAPHS AND FARM MAPS

Aerial photographic materials are of considerable value and must be given proper care. Adequate safeguards should be observed in handling. A filing case should be provided for keeping photographs and indexes when they are not in use. Photographs should be protected from moisture and direct sunlight, and should never be rolled or folded. Every effort should be made to keep them clean and free of dust. Accurate record should be kept of all photographs taken to the field by each supervisor.

Inasmuch as the purpose of using aerial photographs and farm maps prepared from them, in checking performance, is to make possible the accurate determination of the acreages of crops, designated land uses, and soil-building practices carried out under the program, it is important that all work in connection with each photograph or farm map be performed so as to accurately and effectively accomplish this objective.

A. Scale of enlargements. - Unless otherwise indicated 1 inch on the enlargements used in performance checking equals 660 feet on the ground (8 inches equals 1 mile). At this scale, 1 square inch on the photograph equals 10 acres and 1 linear inch equals 10 chains.

B. Correction factors for enlargements. - In some counties part of the photographs will be marked off into zones indicated by lines. The purpose of these zones is to correct for tilt of the camera at the time the picture was made or for differences in the elevation of different areas on the photograph. The factors furnished for each zone must be applied to the planimeter or rotometer readings to obtain acreages.

C. Usable areas of enlargements. - The area within which measurements are to be made on each photograph will be indicated by lines dividing the overlapping areas of the adjoining prints. In the margin of each photograph will be indicated the number of each overlapping photograph.

D. Photo-indexes. - The photo-index will show by photograph number the relative location of photographs in the county. It also will serve to locate the photograph on which any particular farm appears, by study of the location of highways, towns, railroads, streams, etc. Most of the indexes furnished will be to a scale of approximately 1 inch equals 1 mile.

E. Use of farm maps (blue line prints). - A farm map made from the photograph will be used with the photograph for checking performance in 1940 on all farms for which such maps are available. Such map will show the correct acreage for each field with permanent boundaries and the total cropland in the farm to the best knowledge and belief of the county office. Each field will carry a number which will be the permanent designation of that field. In most cases this will be the number carried by that field on the enlargement used in checking performance in the last year before the map is made. The supervisor should use the map to the fullest possible extent as an aid in reducing the time required in checking the farm.

No area determinations will be made on the maps; all planimeter or rotometer work will be done on the enlargements.

SECTION IV. - PREPARATION AND ASSEMBLY OF MATERIALS IN COUNTY OFFICE

A. Preparation of enlargements.


1. Usable area lines and correction factors. - Where enlargements are to be used for the first time in 1940 or where they have been used in previous years but new copies are obtained for use in 1940, they should be prepared in advance of the training of local supervisors. If zone and usable area lines have not been placed on the enlargements before delivery to the county and correction for slope is not to be made, the zone and usable area lines and the appropriate correction factors will be entered on the enlargements by the county office in accordance with instructions from the State office. Enlargements which are to be used or are being used for the second year may, upon approval of the State office, be bound with cellulose tape to prevent tearing.

2. Identification of farms. - Every farm within the usable area of each enlargement should be identified, if possible, and listed on the margin or the back of the photograph or on a separate form or sheet as an index to the farms appearing on it. The words "not in program" or the letters "N.P." (denoting "not participating") should be written on the index, after the name of the owner or operator, of each farm not participating in the 1940 Agricultural Conservation Program.

a. Where enlargements are to be used in 1940 for the first time, all farms, regardless of whether participating or non-participating, should be identified in the county office prior to the time of performance checking, insofar as possible by the supervisors and committeemen who are familiar with the farms in

the area. In the event it is not possible to identify all farms in this way, the supervisor, while checking performance, will identify the remaining participating farms and will enter the serial number and the name of the owner or operator on the index.

b. Where enlargements were used in 1939 and new copies are to be used in 1940, the farm boundaries, farm serial numbers, and field (not subdivision) numbers will be transferred from the 1939 copies. Wherever practicable the permanent field boundaries also will be transferred from the 1939 to the new copies.

c. Where enlargements have been used in previous years and the same copies are being used again in 1940 the farm and field boundaries should not be altered before being taken to the field by the supervisor. The supervisor should be cautioned that when checking such farms he must be extremely careful to determine that the farm and field boundaries as shown have not been changed. Where boundaries have been changed he will erase or place the symbol  through the old lines and enter the corrected lines.

d. Methods of identifying farms. - In identifying farms on the photograph either of the following optional methods 1 or 2 may be used:

(1) Using colored ink accurately indicate the farm boundaries and place the farm serial number for each farm within the usable area on the photograph near the farm buildings or center of the farm. These numbers should be entered in small clear figures and circled. Care should be taken that the lines and figures do not obliterate field boundaries. In woodland, swamp, etc., the farm boundaries need be shown only approximately. In indicating farm boundaries extreme care must be taken to avoid obscuring the natural or fence boundaries shown on the photograph. The line should be fine and should permit the photographed boundary to show through. In counties using photographs for the first time this work should be undertaken only after consultation with a representative of the State office.

(2) The name of the owner or operator and serial number of each farm within the usable area of the photograph should be placed on the back of the photograph, within the approximate boundary of the farm. All names and serial numbers should be written so that they can be read with the photograph in one position, preferably with the reader facing the north side of the photograph. To insure identification of all farms within the usable area of the photograph, the supervisor should, upon completion of the checking of each farm, hold the photograph to the light and trace the outline of the farm on the back of the photograph.

3. Listing farms appearing on overlapping photographs. - In listing the farms to be checked on each photograph, there should be included those for which the larger part of the farm lies within the usable area. In many cases, however, it will be advisable to check part of the farm on one photograph and the other part on the adjoining photograph. In such cases, the farm should not be checked until both photographs can be used on the farm at the same time. To identify the portion of the farm checked on each adjoining photograph, place on the margin of each photograph the farm serial number and the number of the adjoining photograph on which the remaining portion of the farm is checked. Thus: (Serial No. 572 - Photo No. 15-87).

4. Wheat allotment farms. - Where the acreage of wheat on wheat allotment farms was checked in the fall of 1939 on the 1939 enlargements and new copies are to be used in 1940, the county office will transfer the wheat field boundaries and numbers to the 1940 copies if so instructed by the State office.

B. Assembly of materials. - There should be assembled for each participating farm and for other farms for which corn in commercial corn counties, tobacco or cotton allotments are determined for 1940 or such crops are planted in 1940:

1. Form ECR-418, "Supervisor's Farm Report - 1940",
2. Form ECR-415, if applicable,
3. Form ECR-415A, if applicable,
4. Form ECR-405, "Report of 1940 Seeded Acreage of Wheat",
if applicable,
5. Copy of farm map (blue line print), if available,
6. Sheet of paper (if farm map is not available).

The above forms for each farm should be placed in an individual 9 1/2 by 12-inch envelope so as to guard against loss or confusion with forms for other farms. The operator's name, the farm serial number, aerial photograph number, and any other information which would help identify the farm, should be shown on the outside of the envelope. All envelopes bearing the same photograph number should be grouped together.

C. Entries on Form ECR-418. - The following entries should be made on Form ECR-418 at the county office prior to delivery to the supervisors:

1. State and county code, 1940 farm serial number, photograph number, and the name and address of the 1940 operator;
2. The amount and description of each kind of material furnished to the farm by the A.A.A. as a grant of aid.
3. The letters "N.P.", in the case of non-participating farms.

SECTION V. - GENERAL INSTRUCTIONS FOR LOCAL SUPERVISORS

A. Preparation. - The supervisor will receive from the county office the photograph and the envelopes containing forms and farm maps, if available, for the farms on the photographs on which performance is to be checked. The set of forms and the map for each farm should be kept in its envelope.

B. Care and use of photographs. - Photographs should be carried in a flat cardboard container which usually will be furnished by the county office. They must be kept flat, never rolled or creased, and must be protected from dirt and moisture. Except in counties where the photographs will be used only for reference purposes the photograph in use should be fastened to a light but rigid board furnished for this purpose. A suitable waterproof material such as glider material, should be fastened to the edge of the board to protect a part of the photograph while in use and to cover the whole photograph while not in use. Oilcloth has been found unsuitable for this purpose.

Pencils used on the photographs should be only of a kind designated by the State office. No notations other than boundary lines and figures should be made on the photographs. Pencils must be kept sharp. If one end of the pencil is sharpened to a chisel point for use on lines much better work can be done.

C. Assistance of operator. - If practicable the farm operator should be notified a day or so before performance is to be checked on his farm.

The assistance of the operator or his representative will be obtained in checking the farm. Whenever possible, the supervisor should obtain (in the blank space at the lower right corner of Form ECR-418) the operator's designation of a representative if the operator himself is unable to accompany the supervisor. For example, "I hereby designate John Smith to approve the report of performance on my farm", signed "John Jones". The assistance of the operator or his representative is of especial importance in determining (1) subdivisions of fields, (2) areas on which soil-building practices were carried out by each producer, (3) special crops of different tenants and the shares of each, (4) areas which have been devoted to a crop which does not appear on the land, (5) other information called for in Form ECR-418, and (6) in counties in which photographs are being used for the first time, the farm boundaries. In counties in which photographs were used in checking performance in previous years, the supervisor should obtain information from the operator or his representative as to whether the farm boundaries have been changed since performance was checked in 1939.

The supervisor should not go on any farm for the purpose of checking performance if the operator objects. If the operator refuses to permit the supervisor to check performance on the farm, a note to that effect should be entered on Form ECR-418 for such farm and should be followed by the signature of the supervisor, the date of the refusal, and if possible the signature of the operator.

D. Identification of farms. - The supervisor will identify those farms on which performance is to be checked but which are not identified on the enlargement or for which a farm map is not available. He will indicate the farm boundaries and enter the farm serial number on the enlargement in accordance with the instructions outlined under 2(d) "Methods of identifying farms" in Section IV above, except that pencil rather than ink should be used.

E. Inspection of fields. - The supervisor must walk around and across each of the following fields, sufficiently to determine the boundaries, the crops grown, the area deductions, if any, to be made and, on participating farms, the practices carried out during the 1940 Program year. The work of any supervisor who fails to do this properly will not be acceptable.

1. Participating farms. - Every field and subdivision
2. Non-participating farms. - Fields and subdivisions devoted in 1940 to:
 - a. Cotton,
 - b. Burley tobacco,
 - c. Fire-cured tobacco,
 - d. Dark air-cured tobacco,
 - e. Flue-cured tobacco,

- f. Corn, in commercial corn counties,
- g. Wheat (unless previously measured) on corn allotment farms and on farms for which cotton allotments have been determined for 1940.

F. Boundaries to be entered on enlargement and farm map. - The following boundaries, and only these, will be entered by the supervisor on the enlargement or farm map:

1. Participating farms. -

a. Fields. - All 1940 boundaries which are not correctly shown on the enlargement or farm map of fields of:

- (1) Cropland,
- (2) Crops on non-cropland other than commercial orchards,
- (3) Commercial orchards,
- (4) Non-crop pasture.

b. Subdivisions in special crops. - Each portion of a field devoted to:

- (1) Flue-cured tobacco,
- (2) Burley tobacco,
- (3) Fire-cured tobacco,
- (4) Dark air-cured tobacco,
- (5) Cotton,
- (6) Wheat on wheat allotment farms, if not previously measured,
- (7) Wheat harvested at maturity on non-wheat-allotment farms if it appears that the 1940 acreage of such wheat on the farm is in excess of eight (8.0) acres,
- (8) Peanuts in commercial peanut counties,
- (9) Corn in commercial corn counties,
- (10) Potatoes on potato allotment farms,
- (11) Potatoes on non-potato-allotment farms in commercial potato counties if it appears that the 1940 potato acreage on the farm is in excess of two (2.0) acres,
- (12) Commercial vegetables on commercial vegetable allotment farms,
- (13) Commercial vegetables on non-commercial vegetable allotment farms in commercial vegetable counties, if it appears that the 1940 commercial vegetable acreage on the farm is in excess of two (2.0) acres.

2. Non-participating farms. - Fields and subdivisions devoted to:

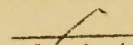
- a. Flue-cured tobacco,
- b. Burley tobacco,
- c. Fire-cured tobacco,
- d. Dark air-cured tobacco,
- e. Cotton,
- f. Corn, in commercial corn counties,
- g. Wheat if not previously measured, on corn allotment farms and on farms for which cotton allotments have been determined for 1940.

G. Identification of fields. - The supervisor will identify each field which is to be inspected, assigning to it a permanent number, 1, 2, 3, etc., unless

the fields previously have been properly numbered as indicated on the enlargement or by a farm map. Such numbers should be in a systematic arrangement for the farm since they will be used in succeeding years. In some cases where 1939 enlargements are used in 1940, and farm maps are not available, the field designations shown on the enlargements are incorrect. In such cases the old designations should be erased and correct numbers entered.

H. Order of checking fields. - Fields should be checked and entries made on Form ECR-418 in the order of the correct field numbers.

I. Subdivision designations. - Subdivisions will be lettered A, B, C, etc. Thus, a field divided into two parts would be shown as 1A and 1B. A second field on the same farm also divided into two parts would be shown as 2A and 2B, but a third field, which is not divided in 1940 would be shown as 3. The designation of a small field may be shown outside the field and tied to it with an arrow.

J. Combined fields or subdivisions. - In some cases, field lines which appear on the photograph or farm map do not represent divisions between the 1940 fields. In other cases, subdivision lines shown on enlargements which have been used in previous years are incorrect for 1940 or are not to be checked in 1940 since they separate areas for which accurate division lines are unnecessary. To indicate that the areas on both sides of the line are part of the same field or subdivision in 1940 the supervisor should place the symbol  across the line on the farm map or erase the line on the enlargement and treat the whole area as one field or subdivision, as the case may be.

K. Plotting on photographs. - Utmost care should be exercised by the supervisor in locating points and in plotting farm, field and subdivision lines on the enlargement as the accuracy of these later will affect the accuracy of determining acreages. Every effort should be made to hold to a minimum the marks made on the photograph. A record of measurements and notations (on the farm map, if available) should be submitted to the county office in cases where it is necessary to plot lines which the supervisor cannot locate accurately on the enlargement.

The supervisor must carefully distinguish between permanent field boundaries and temporary or crop subdivision lines since farm maps will be made or revised on the basis of the farm and field boundaries as he shows them and only permanent boundaries are to be shown on the maps. The method of delineating field and subdivision boundaries will be covered by instructions from the State office.

In locating points or scaling in lines on the enlargements the supervisor must know the scale of the enlargement or of that portion of it in which the point is to be located or the line is to be placed. Most of the enlargements will be "ratioed", that is, to the scale of 660 feet per inch. Such enlargements may be marked "ratioed", or have the scale indicated in the margin or on the back. Others will be "general", that is, two and one-half (2-1/2) times the size of the negative.

1. Zoned enlargements. - Both ratioed and general enlargements may be divided into zones of different scales due to tilt of the camera when the photograph was taken or to differences in elevation of the ground.

2. Correction factors. - General enlargements and zones on both ratioed and general enlargements will have indicated in the margin applicable factors which must be applied to planimeter or rotometer readings in order to obtain acreages. These are called area correction factors. They are not applicable to lineal measurements but a linear factor, in each case, may be obtained by extracting the square root of the area factors.

Examples:

Photograph number	Area factor	Linear factor
ABX - 6 - 97	.914	.956
ACC - 11 - 29	1.090	1.044

In many cases the linear factors as well as the area factors will have been entered on the enlargements by the State or county office.

3. Use of linear factors. - To obtain the correct distance between two points in a zone on the enlargement, the distance between the points may be measured with an engineer's scale and this measured distance multiplied by the linear factor. For example, scaled distance equals 0.4 inches, or 4 chains. Correct distance equals 4 times 0.956, equals 3.824 chains. To locate a point on the enlargement by scaling, divide the distance measured on the ground by the linear factor. For example, distance measured on ground equals 4 chains. Distance to scale on enlargement equals 4 divided by 0.956, equals 4.184 chains.

L. Small areas. - The following will apply to areas too small or too narrow to be measured accurately from the photographs.

1. Small fields or subdivisions. - Any subdivision devoted in 1940 to a special crop or any field for which the supervisor does not have a record of the acreage, which appears to be less than one-half acre or an average width of less than one-half chain, should be measured by the supervisor by ground measurements and the measurements shown on the farm map or if such map is not available, in field notes. In the case of long, narrow areas, the supervisor should determine the narrow dimension by ground measurements and indicate this dimension in field notes or in column E of Form ECR-418. For example: "Width 0.45 ch. y-z." The length will be scaled on the enlargement for computation of area by the county office.

2. Deductions. - In determining the acreage of any field or subdivision devoted to a crop or soil-building practice, deduction may be made for areas not devoted to such crop or practice, provided (1) the smallest average dimension of any such area is one-tenth (0.1) chain or more, (2) that it contains three hundredths (0.03) acre or more, and (3) that the total of all such deductions in the field or subdivision is ten hundredths (0.10) acre or more. All deductions from row crops shall be measured from the middles, not from the rows. In all cases the measurements or areas must be the full amounts required above, that is, the minimum dimension shall be a full one-tenth (0.1) chain or more, the area in the plot must be a full three hundredths (0.03) acre or more, and the total of all such deductions in the field or subdivision must be a full ten hundredths (0.10) acre or more. Such areas should be indicated on the photograph and measured or chained in a manner similar to that outlined in 1 above. Those which are permanent waste areas may be designated W or Wa. on the photograph. Care should be taken to properly classify as cropland or non-cropland all deductions made.

SECTION VI. ADDITIONAL INSTRUCTIONS FOR LOCAL SUPERVISORS
USING AERIAL PHOTOGRAPHS WITHOUT FARM MAPS

The instructions in the Section VI are applicable only for those farms for which farm maps are not available. Whenever farm maps are available the instructions in Section VII will be followed.

A. Instructions applicable (1) where photographs are being used for the first time and (2) where performance was determined with photographs in 1939 but new copies are being used in 1940 without the aid of cut-outs or the 1939 enlargements. - (In counties in which the field boundaries have been transferred to the 1940 enlargements from those used in 1939 or the supervisor is furnished "cut-outs" or the 1939 enlargements in addition to the 1940 enlargements, the procedure outlined in B below will be followed.)


1. Boundaries to be shown on the enlargement. - The supervisor will delineate accurately on the enlargement the farm boundaries and the boundaries of fields and subdivisions required by paragraph F of Section V. He will make sufficient ground measurements from features which can be identified on the photograph to show accurately the 1940 boundaries and will carefully scale in each boundary on the photograph, using a needle point with a circle around it to indicate the point located.

2. Boundaries of other subdivisions. - The boundaries of subdivisions other than those devoted to the crops listed in paragraph F of Section V will not be shown on the enlargement but, if specified by the State office, will be shown on a sketch map made on the blank sheet of paper furnished the supervisor.


B. Instructions applicable where supervisor has enlargement or "cut-out" showing 1939 field boundaries. - In some cases the supervisor will be furnished enlargements which are the same copies as were used in 1939 and on which will be shown the 1939 farm, field and subdivision lines, serial numbers and field subdivision designations or new copies on which will have been transferred, by the county office, the 1939 farm and field (but not subdivision) boundaries and the farm serial and field numbers. In other cases, he will be furnished, in addition to the 1940 enlargement, a "cut-out", that is a portion of an enlargement showing the farm which is to be checked including the 1939 field boundaries and numbers, or the 1939 enlargement.

1. Farm and field boundaries. - The supervisor must determine whether each boundary of the farm and of each field which is to be inspected is the same as it was in 1939 and, if altered, show the new location on the 1940 enlargement. He also should determine whether each boundary is correctly designated on the enlargement. In some cases temporary boundaries will be found to be shown as permanent and vice versa. These should be corrected. This is important since the boundaries as indicated by the supervisor in 1940 will be used in the preparation of farm maps.

a. Altered farm and field boundaries. - If any farm or field boundary on a participating farm or any boundary of a field which is to be inspected on a non-participating farm is not the same in 1940 as it is shown to have been in 1939 the supervisor will determine the correct location from features which can be identified on the photograph, by ground measurements, if necessary, and scale in the line in the correct location, using a needle point with a circle around it

to indicate the point located. If the 1939 line is shown on the 1940 enlargement he will place the symbol  across the line.

b. Unchanged field boundaries. - Where a crop is found to take up an entire field as shown in 1939 the supervisor will enter the word "same" at the top of the line for that field in column C of Form ECR-418 and will make no mark on the enlargement.

2. Subdivisions. - The boundaries of 1940 subdivisions devoted to crops which are to be shown on the enlargement must be accurately determined from points which can be identified on the enlargement, by ground measurements, if necessary, and scaled in on the enlargement, using a needle point with a circle around it to indicate the point located. The symbol  should be placed across any subdivision lines shown on enlargements used in 1939, which do not accurately show the correct location of 1940 subdivisions of crops or land uses which are not required to be shown separately in 1940.

Subdivision designations shown on the 1940 enlargements which are incorrect or unnecessary for 1940 should be stricken out or erased.

C. Alternative procedure for specified farms for which maps are not to be prepared. - At the discretion of the State committee, the procedure outlined below may be employed for the following participating farms for which maps are not to be prepared:

1. Non-allotment farms,

2. Allotment farms having 20 acres or less of cropland and on which no depleting crops are grown on non-cropland in 1940, and

3. Allotment farms having only commercial vegetable allotments.

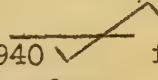
On such farms, boundaries of fields and subdivisions devoted to special crops and of fields devoted wholly or partially to seeding, green manure, and forestry practices will be accurately shown on the enlargement. Boundaries of subdivisions devoted to such practices and boundaries of fields and subdivisions devoted to other crops or land uses need not be shown on the enlargement.

The acreages of special crops will be determined by planimetering or rotometering in the county office. The acreages of fields devoted wholly or partially to the above specified practices also will be determined by planimetering or rotometering, but the acreages of subdivisions devoted to such practices will be determined by careful estimates, taking into consideration, and adjusted where necessary to, the acreage of the field. The acreages of fields and subdivisions devoted to other crops and land uses will be determined by careful estimates.

SECTION VII. - PROCEDURE FOR LOCAL SUPERVISORS USING FARM MAPS (BLUE LINE PRINTS)

The farm map and the photograph will be used by the supervisor in checking performance on farms for which maps are available in accordance with the procedure outlined below:

A. Boundaries. - The supervisor should check his copy of the map with the farm as it appears on the photograph before starting around the farm, noting the boundaries as shown on the map. As he goes over the farm he will note whether the 1940 boundaries (of fields which are to be inspected) are correctly shown on the map.

1. Altered boundaries. The supervisor will place the symbol  farm through any lines shown on the map which do not correctly indicate 1940 or field boundaries and will determine the correct location of the boundary, from features which can be identified on the photograph or farm map. This will be done by ground measurements if necessary. Notes of measurements made and of the points from which made should be entered on the map. The correct line also should be sketched in its approximate location on the map.

If specified by the State office, the supervisor will scale in the line in the correct location on the enlargement, using a needle point with a circle around it to show the point located. If this is not done by the supervisor, the line will be scaled in, in the county office, from notes entered by the supervisor on the farm map.

2. Unchanged field boundaries. - When a crop is found to take up an entire field, as outlined on the map, the supervisor will enter a check mark in the field on the map and if the field number is not shown on the photograph he will enter it from the map. The field will not be outlined on the photograph but the acreage from the farm map will be entered on the first line for that field in col. C of Form ECR-418.

B. Subdivisions. - Boundaries of subdivisions devoted in 1940 to any of the crops which are to be shown on the farm map will be determined by the supervisor from features which can be identified on the photograph or farm map. This will be done by ground measurements, if necessary. Notes of measurements made and of the points from which made will be entered on the map. The subdivision boundaries, as determined, will be sketched on the map in their approximate locations. If specified by the State office the supervisor will scale in the line in the correct location on the enlargement, using a needle point with a circle around it to show the point located.

C. Estimating acreages from farm maps. - Most farm maps are to the same scale as the enlargements, but a few have been enlarged. The supervisor should not be misled in estimating acreages from these enlarged maps. Photographs to the scale of 660 feet per inch show ten acres to a square inch, while if a map were enlarged to the scale of exactly 330 feet per inch a square inch on it would equal two and one-half (2 1/2) acres.

SECTION VIII. - EXECUTION OF FORM ECR-418, "SUPERVISORS' FARM REPORT".

Erasures should not be made on Form ECR-418. In the event of error the erroneous material should be lined out with a single line so that the original entry may be read. All corrections should be initialed by the person making them at the time they are made.

A. Farm field report (Sec. I of Form ECR-418). - This section should be filled in by the supervisor as he goes over the farm. The entries for each field should be made in the course of inspecting the field.

1. Column A. - The supervisor should enter in column A the proper field or subdivision designation as shown on the photograph or farm map. If specified by the State office the supervisor will circle the number of any field with altered boundaries or in a part of which a special crop is grown. This will serve as a guide to the county office as to fields in which measurements are to be made. Subdivisions should be shown for:

- a. Each part of a field devoted to a crop or land use in a field devoted to two or more crops or land uses,
- b. Each practice which is performed on a part of a field, and
- c. Each producer's share of a special crop or a practice where two or more producers have separate acreages of such special crop or practice in a field.

On wheat allotment farms a careful check should be made with Form ECR-405, or with the recheck report on Form ECR-405 if a recheck was made after disposal of excess wheat acreage. In some cases it may be desirable or necessary to change the designations of wheat fields which were checked in the fall or winter of 1939, in order to obtain a systematic arrangement of field numbers for the farm. If this is done on the enlargement the number on Form ECR-405 should be stricken out (not erased) and the new designation entered thereon. In any event the designation on Form ECR-418 should be the same as that shown on Form ECR-405. In case it is necessary to subdivide a wheat field to indicate different practices or different crops following the wheat, these subdivisions should be indicated as 1-A, 1-B, etc.

2. Column B. - There should be entered in column B the estimate of the operator or his representative of the acreage in each field or subdivision.

3. Column C. - Entries will be made in this column as follows:

a. Fields not subdivided. - If the supervisor has a record of the acreage he will enter it in column C for each field which is not subdivided and which has not been changed since performance was checked in 1939. If he has a record of the 1939 boundaries but does not have a record of the acreage he will enter the word "same" at the top of the line in column C. If he does not have a record of the 1939 boundaries he will make no entry in column C.

b. Subdivisions. - The supervisor will make no entries in column C for subdivisions except as specified by the State office.

4. Column D. - The supervisor will make entries in column D for subdivisions which are not required to be shown on the enlargement or farm map in accordance with one of the following optional methods, as specified by the State office:

(a) Enter his careful estimate of the acreage of each such subdivision. In arriving at his estimate consideration should be given to (a) the acreage of the field if he has a record of it, and (b) to the farmer's estimate of the acreage in such subdivision.

(b) Enter and circle in terms of fractions or percentages, as specified by the State office, the proportionate part of each field occupied by each such subdivision or if one or more special crop subdivisions are

included in the field the estimates will be of the proportionate parts of the portion remaining after subtraction of the special crop subdivisions. The total of the fractions or percentages must equal one (1) or 100%, as the case may be.

The method to be used for estimating such subdivisions will vary according to the number of crops in the field and the acreage. If the field is divided into no more than five crops or practices, it may be advisable to estimate the acreage of each as a percentage of the total acreage. In case the field is divided into a large number of crops and practices it will be preferable to estimate the acreage of each crop or practice. In making such estimates the farmer's estimate of the acreage should be carefully considered and agreement as to the correct acreage should be reached between the operator and the supervisor. In such cases it will be permissible to make such measurements as are necessary to reach an agreement. In some cases it may be preferable to estimate the acreage of several small subdivisions and then divide the remainder of the field on a percentage estimate.

The supervisor also will enter in column D the crop or land use to which each field or subdivision is devoted in 1940 and all information necessary for the correct classification of each. The year non-depleting crops were seeded should be shown following the name of the crop, for example, "red clover 1939" or "red clover 1940." Crops seeded or planted after August 31, 1940, (October 31, 1940, in North Carolina) should not be shown. In the case of land in cultivation for first time in 1940, the words "new ground" should be entered in this column, if specified by the State office. Any land devoted to pasture should be designated either as "cropland pasture" or "non-crop pasture."

Commercial vegetables planted in the fall of 1939 for harvest in 1940 should be shown. Separate entries shall be made for each of the following crops in all counties: potatoes, sweet potatoes, commercial bulbs and cantaloupes. Other commercial vegetables may be entered on a single line. The width of rows of commercial vegetables and commercial potatoes interplanted or planted in rows wider than the normal width should be shown.

Truck for home use in fields devoted to depleting crops should be separated and classified as non-depleting. Where such truck is included in a non-depleting field it need not be classified separately. The notation "home use" should be shown in the column after the name of the crop, in the case of vegetables, potatoes, and peanuts grown for use on the farm.

If the operator states that any part of the cotton grown on the farm in 1940 is certified pure strain Sea Island or American-Egyptian, the supervisor should make a separate entry for such cotton and should make the notation "Sea Island" or "Am.-Egypt." in column D of such entry.

Where two or more crops are grown on land at the same time regardless of whether seeded or harvested together or separately they should be listed on the same line of column D, for example, "corn and soy beans," "wheat, timothy 1939 and red clover 1940."

If two or more crops are grown in succession in the same field or subdivision the supervisor will enter such crops preceded by numbers indicating the order in which the crops occupied the land; for example:

- (1) "Crimson clover 1939 turned"
- (2) "Corn and crimson clover 1940"

5. Column E. - The dimensions of non-cropland deductions will be entered in column E on the same line as the crop from which deducted. The dimensions of cropland deductions will be entered in this column on a separate line and will be given a separate subdivision letter in column A.

6. Columns F, G, and H. - The supervisor will make no entries in those columns.

7. Column I. - The supervisor will enter a check mark in column I to indicate crops on non-cropland.

If any part of the farm is devoted to open non-crop pasture, the supervisor will enter the acreage, if he has a record of the acreage, or the part in terms of fractions if he does not have a record of the acreage, which is fenced and will carry at least one animal unit for each five acres.

8. Column J. - Enter in column J a description of each soil-building practice, including the month in which carried out.

In the case of the application of fertilizing materials such as superphosphate, basic slag, or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: "20 percent Superphos. on alfalfa. Apr."

Superphosphate, potash, and basic slag applied to grasses or legumes in connection with soil-depleting crops will not qualify for credit and should not be shown except that the manner in which materials furnished by the A.A.A. as grants of aid are used should always be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact on Form ECR-418.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in column J and the county office should compute the equivalent of superphosphate and potash and enter the result in column K. In Virginia, North Carolina, Kentucky, Maryland and Delaware, where limestone is applied to flue-cured tobacco, peanuts or commercial vegetables, the crops to which applied should be shown.

9. Column K. - The total quantity of the materials used in connection with each practice, such as pounds of seed used in seeding practices, the total pounds of lime or superphosphate or potash applied, or the total linear feet of terrace constructed according to specifications, should be recorded in column K. All practicable means, such as invoices, etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether a practice reported was carried out, he should so indicate on Form ECR-418 for the information of the county committee.

10. Column L. - If required by the State office, the supervisor will enter in this column the estimated acreage of each practice which has been carried out during the 1940 program year on portions of fields, if he has a record of the acreage of the whole field,

11. Columns M, N, O, P, Q, R, and S. - These columns will be used only in the case of farms on which there is a share-tenant or a sharecropper, who has a share in a special soil-depleting crop, or who has contributed to the carrying out of a soil-building practice on a participating farm. If a share-tenant or sharecropper has a share in such a crop or contributed to the carrying out of a practice, those columns will be used for the fields or subdivisions thereof on which is grown the special soil-depleting crop or on which the soil-building practice was carried out. In the event (1) a special crop for which an allotment has been determined for the farm is not grown in 1940, or (2) in the event of complete or partial failure of such crop, or (3) failure to plant at least 80 percent of the cotton allotment, the supervisor will show in field notes the cause and extent of such failure and the share to which each producer would have been entitled had the full acreage of such crop been planted and harvested.

12. Column M. - The correct name and address of the tenant or sharecropper should be entered in this column. In case both a share-tenant and a sharecropper share in the crop, the name and address of the tenant should be entered on the upper half of the line, and the name and address of the sharecropper should be listed on the lower half of the line. If there is no share-tenant or sharecropper on the farm the words "no tenants" should be entered. The landlord's name will not be listed in this column.

13. Column N. - Enter in column N for each field, or subdivision, the fractional share of each special crop (or the proceeds thereof) to which the share-tenant or sharecropper is entitled.

14. Columns O and R. - The supervisor will make no entries in these columns.

15. Columns P and S. - Where two or more producers shared in carrying out any practice, the letters PS (denoting "practice share") should be entered opposite the name of the share-tenant or sharecropper, or both, in column P to indicate that a share of the practice is to be credited. Similarly, the letters PS should be entered in column S, of the line on which the practice is recorded, if a part of the practice is to be credited to the landlord. Where the practice on a field is carried out by only one person and other producers share in practices carried out on other fields, the word "all" should be entered on the line on which the practice is recorded instead of the letters PS. Where only one producer carried out all the practices for the entire farm, the words "All Practices," should be shown in column P, opposite his name, in the case of a tenant or sharecropper and if such person is the landlord the notation "All Practices" will be entered in column S.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

16. Column Q. - Enter in column Q for each field the fractional share of the landlord in each special crop. If the operator receives all the crops and carried out all the practices, the words "All crops and practices" should be entered opposite his name at the top of the form.

B. Other farms in which any producer on the farm has an interest (Sec. II of Form ECR-418). - The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown, together with the number of such farms and the county and State in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "none" should be written in Section II of Form ECR-418.

C. Operator's certificate (Sec. III of Form ECR-418). - The signature of the operator (or of his representative) should be obtained at the time performance is checked by the supervisor after the Form ECR-418 has been filled in (with the exception of the entries which require computations by the county office) and after the operator (or his representative) has reviewed the data entered thereon. The supervisor should sign and date the form in the spaces provided.

SECTION IX. - CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE

Each supervisor should be given one photograph which he should turn in to the county office as soon as he has completed five farms. He then should be issued two photographs with instructions to work one-half of the week on one and the other half on the other. On completion of the above arrangements the supervisor should be given another photograph which he may work to completion, reporting to the county office at least once a week.

In this manner three photographs per supervisor are made available within the first ten days for use by the county office and State supervisor.

The supervisor's work should be checked as promptly as possible at the county office. The results of this checking should be made available immediately to the person in the office responsible for the work of the local supervisors. The checking of a supervisor's report will include a determination that --

- (1) The farm is properly identified on the photograph;
- (2) All field boundaries are plain, well defined and closed;
- (3) Permanent and temporary boundaries are properly distinguished on the photograph or farm map;
- (4) All fields are numbered and subdivisions properly lettered;
- (5) Where farm lies on more than one photograph, proper identification and location of farm is on each form and photograph;
- (6) Where two or more separate tracts of land are included in a farm, the tracts are properly identified, such as No. 1 of three tracts, No. 2 of three tracts, or No. 3 of three tracts;
- (7) All symbols and numbers on photograph or farm map correspond to symbols and numbers as listed on Form ECR-418;

- (8) Where deductions are indicated the necessary data are shown on Form ECR-418, field notes, farm map or photograph;
- (9) No field is omitted from the report and no field number or symbol is omitted from the photograph;
- (10) All notes and field forms have the farm serial number and photograph number recorded on each sheet;
- (11) Information in column D, Form ECR-418, is sufficient to permit correct classification of crops;
- (12) Description of practices is complete;
- (13) Disposition of all materials furnished as grants of aid is clearly indicated;
- (14) Division of crops and practices is shown;
- (15) Other farms are shown in section II, or the word "None" is entered;
- (16) Operator's signature, supervisor's signature, and date of check of performance are on the report;
- (17) If all farms on the photograph have not been visited the reason is indicated;
- (18) Tenants' names or the words "no tenants" are shown; and
- (19) All other necessary data are correctly entered.

The supervisor should be shown any errors he has made and should be instructed to make any necessary corrections and obtain information missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

SECTION X. - RECHECKING

In general, not more than one visit should be made to a farm other than at the producer's request to check late practices or the disposition of excess tobacco, cotton, or peanuts.

A. Checking disposition of excess acreage. - The classification of excess acreages of tobacco, peanuts and cotton may be changed by acceptable disposition of the excess, provided such disposition is made before harvest in the case of tobacco and peanuts and before formation of the bolls in the case of cotton. If, after the acreage of such crops has been determined, the producer notifies the county office that an excess has been disposed of, a supervisor will determine the acreage(s) of such crop(s) disposed of, and the method of disposition. A separate report on Form ECR-418 will be prepared for each farm on which a recheck is made. The area disposed of will be clearly indicated on the photograph or farm map except that in cases where the area disposed of is less than 0.5 acre such area and the measurements made will be shown on the farm map, or if such map is not available, on a sketch. Such map or sketch will be on or attached to Form ECR-418. Where a portion of the field is disposed of, that portion should be indicated by a different letter.

Disposition of other special crops will not be checked since the classification cannot be changed by the disposition of excess acreage.

B. Checking late practices. - In cases where the soil-building allowance has not been earned when the farm is checked and the operator notifies the county office that additional practices have been carried out the county office should

provide for checking the late practices. If practicable all such rechecking in the county should be deferred until the close of the program year in order that the supervisors' time may be utilized to the greatest advantage in making the required rechecks.

C. Rechecking acreages at producer's request. - Upon application of any producer for a recheck of acreages, such recheck should be provided by the county office upon deposit with the treasurer of the county association of an amount specified by the State committee, which is deemed to be sufficient to defray the estimated cost of such recheck to the county association. This amount shall be returned to the producer if the recheck shows that material errors were made in the first check of performance on the farm. Rechecks of all farms originally checked by supervisors who since have been disqualified shall be made at the expense of the county association.

Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the supervisor who originally checked the farm, and in all cases should be made by the best qualified supervisors. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained. Such rechecks should be recorded on a separate Form ECR-418, which should bear the signature of the acreage computer making the recheck and the date on which the field acreages were redetermined. If the recheck shows an acreage figure to be in error a line should be drawn through the incorrect figure on the original Form ECR-418, the correct figure should be entered above and the correction initialed by the person making the correction.

SECTION XI. - DETERMINATION OF ACREAGES IN COUNTY OFFICE.

A. Procedure for determination and checking of acreages. All measured acreages (see definition of "measured acreage") will be determined in the county office from the photographs or records of acreages determined from the photographs in previous years. Whenever acreages which were determined in previous years are correct for 1940, they should be utilized, if records of such acreages are readily available, rather than planimentering or rotometering the fields again. This is important, not only as a means of avoiding the problem of changing acreage figures from year to year, but also as a means of saving time, labor and money in the determination of performance.

Computers and others in the county office must be thoroughly familiar with the procedure for supervisors, particularly with those parts dealing with the crops to be shown and measured separately and with estimating of acreages and proportions of fields devoted to other crops, land uses, or practices. They also should be familiar with the provisions of ECR-ADM-509 as amended by Supplement 1.

The acreages of all fields (not subdivisions) on participating farms will be obtained in 1940 either from the farm map or other existing record or by planimentering or rotometering, regardless of whether such fields are subdivided or of the crop or land use to which devoted. These acreage data are necessary as a basis of estimating the acreages of subdivisions and for the preparation or revision of farm maps after performance has been determined in 1940.

Subdivisions which are required by paragraph F of Section V to be outlined by the supervisor on the enlargement or farm map and fields, the boundaries of which have been changed since performance was checked in 1939, will be planimetered or rotometered on the enlargement.

If the boundary of a field has been changed or if a portion of the field is devoted to a special crop, the supervisor will have either scaled in on the enlargement the 1940 field or subdivision boundary or indicated on the farm map, where such map is available, measurements made and other notes which will enable the county office to scale in the line on the enlargement.

If all the subdivisions of a field are devoted to special crops, the total of the acreages of the subdivisions must equal the acreage of the field. If they exceed that acreage they shall be adjusted pro rata to it and the adjusted figure entered in column C of Form ECR-418.

If one or more but not all of the subdivisions of a field are devoted to special crops, only the subdivisions devoted to special crops will be planimetered or rotometered. The acreage of the remaining portion of the field will be determined by subtracting the total of the planimetered or rotometered subdivisions from the acreage of the field.

If ^{the}portion remaining after subtraction of special crop acreages, or an entire field with no special crops, is divided between different crops, land uses, or practices, the supervisor will have indicated the percentages, fractional parts or his estimate of the acreage in each subdivision. The computer will determine and enter in column C the acreage of each subdivision either (1) by applying the fraction or the percentage indicated by the supervisor to the difference between the total of the planimetered or rotometered subdivisions and the acreage of the field or to the entire field, if no special crops are involved, or (2) by prorating the estimated acreage to the correct acreage of the field.

Acreages of fields which have not been changed will be obtained from the farm map for all farms for which such maps are available. Where farm maps are not available, acreages determined by planimentering or rotometering in 1939 will be used in 1940 for fields which have not been altered since performance was checked in 1939 where (1) the 1939 enlargements are used by the supervisors in 1940 either alone or together with new copies; (2) "cut-outs" showing 1939 field lines were furnished the supervisors; (3) the 1939 field lines were transferred to the 1940 enlargements, and (4) at the discretion of the State office, in other counties.

Unless a list of acreages was furnished the supervisor the most readily available record usually will be Form ECR-313. Care should be taken that the field for which an acreage figure is obtained is the same as that for which the acreage was determined and that the boundaries have not been changed. Where the 1939 field lines are not shown on the enlargements used by the supervisor in 1940, the county office must carefully compare the field lines shown by the supervisors on the 1939 and 1940 enlargements and use the 1939 figures for only those fields which are the same in 1940 as they were in 1939.

Where the acreages of only certain fields were determined by planimentering or rotometering in 1939, the acreages of only such fields will be obtained from 1939 records. The acreages of other fields, the acreages of which were estimated in 1939, will be determined in 1940 by planimentering or rotometering.

Where (1) enlargements are used for the first time, (2) fields were not planimetered or rotometered in 1939 or (3) in other cases where farm maps are not available and it is not feasible to obtain acreages of fields from 1939 records, the acreages of fields as well as subdivisions devoted to special crops will be determined by planimetering or rotometering on the enlargements except that in cases where a field is identified as the same in 1939 and 1940 and the producer was notified in writing prior to the planting season as to the acreage of such field, the acreage in 1940 shall be the same as that in 1939.

B. Operation of planimeters and rotometers. Instructions furnished for the use and care of planimeters and rotometers should be carefully followed. Care and precision in the use of these instruments cannot be over-emphasized.

Unless otherwise noted, the photographs have a scale of 1 inch equals 660 feet. At this scale, 1 linear inch on the photograph equals 10 chains and 1 square inch on the photograph represents 10 acres on the ground. Thus, the accepted planimeter or rotometer reading may be converted to acres simply by multiplying by 10 for all instruments having a reading of unity. If the particular instrument does not have a reading scale of unity, a correction factor must be applied to the reading.

C. Deductions. - Where a deduction is to be made in accordance with paragraph L of Section V the distance to be used in making such computations may be obtained in accordance with the supervisor's field notes, by measuring on the photograph with an engineer's scale. Likewise, field subdivision lines may be located from measurements made in the field by supervisors. These measurements will be indicated by the supervisor on the farm map, a sketch of the field, field notes, or in column E of Form ECR-418.

D. Area correction factors. - In determining acreages from photographs which are marked in zones, indicating that the scale of the portion of the photograph within such zones varies from one inch equals 660 feet, the planimeter or rotometer reading in each such zone must be multiplied by the appropriate correction factor. The zones or portions of the photographs to which such factors apply will be indicated by colored pencil or ink lines and the applicable factor will be shown on the margin of the photograph opposite the zone.

The center of a ratioed enlargement will be at a scale of 1 inch equals 660 feet. Thus, no correction factor will be applied and the zone is marked 1000. The zones on the down side of the photograph will have correction factors of 1030, 1060, 1090, etc., to the edge of the photograph. The zones on the raised side of the photograph will have correction factors of 970, 940, 910, etc., to the edge of the photograph. The center, as well as other zones, on general (or approximate scale) enlargements will have correction factors.

The correction factor for the zone boundary line between zone 1000 and zone 1030 is 1015. Any field falling exactly on this line will require the application of the correction factor 1015 to correct the area to the exact acreage. The correction factor for the zone boundary line between zone 1030 and zone 1060 is 1045. Likewise if a field falls on this line, 1045 correction factor will apply to area measurement from the photograph to obtain exact acreages. We see then that zone 1030 is bounded by boundary lines 1015 and 1045, a variation of 3% in area correction factor. Thus the average is 1030 between the two lines. Therefore the area correction factors given for respective zones represent an average of 3% variation between zone boundary lines.

Should a more accurate area correction factor be desired for areas that do not lie exactly in the center of each zone, the procedure is as follows:

1. Determine the width of the zone,
2. Determine the distance from the center of the zone to the field,
3. Divide the distance from the center of the zone to the field by one-half the width of the zone,
4. Multiply this quotient by one-half the difference of zone intervals,
5. Subtract or add this product, whichever the case may be, from or to the average correction factor of the zone in which the area lies.

For example: A field lies on the low side of the central zone, and a more accurate correction factor is desired. The zone is found to be 3 inches wide and the area lies .9 of an inch from the center line of the zone. The zone interval is .03 and one-half is .015. Thus the correction factor should be:

$$1.000 - \left(\frac{.9}{1.5} \times .015 \right) = 1.000 - .01 = 0.99$$

E. Linear correction factors. - In determining the correct distance between two points on a zoned enlargement, or in locating a point in the zone, a linear correction factor must be applied to scaled measurements. This factor is determined by taking the square root of the area correction factor shown in the margin of the photograph.

Examples:

Photo Number	Area Factor	Linear Factor
ABX - 6 - 97	914	956
ACC -11 - 29	1090	1044

To obtain the correct distance between two points in a zone on the enlargement, the distance between the points may be measured with an engineer's scale and this measured distance multiplied by the linear factor. For example, scaled distance equals 0.4 inches, or 4 chains. Correct distance equals 4 times 0.956, equals 3.824 chains. To locate a point on the enlargement by scaling, divide the distance measured on the ground by the linear factor. For example, distance measured on ground equals 4 chains. Distance to scale on enlargement equals 4 divided by 0.956, equals 4.184 chains.

SECTION XII. - COMPLETION OF SUPERVISOR'S FARM REPORT IN COUNTY OFFICE

Erasures shall never be made in the county office on Form ECR-418.

In the event any figure or other information entered on the Form is to be corrected, it shall be lined out with a single line so that the original entry may be read. All such corrections shall be justified by a statement initialed by the person making the correction.

A. Acreages. - The acreage which is determined for each field or subdivision, as the case may be, will be entered in column C of Form ECR-418. Entries made in column C by the supervisor will be checked in the county office and corrected, if necessary. Where the acreage has not been entered in column C by the supervisor, it will be determined by computers in the county office and entered in this column. In

each case the acreage entered in column C should be compared with the operator's estimate in column B, and if a material discrepancy exists the work of the county office should be checked and, if necessary, the case taken up with the supervisor.

The acreages of practices will be entered in column L of Form ECR-418, unless they have been entered by the supervisor. Acreages entered in this column by the supervisor should be checked in the county office and corrected, if necessary.

B. Classification of crop acreages and land uses. - The classification of the acreage in each field and subdivision will be shown by entering the appropriate acreage in column F, G, H, or I.

1. In case one soil-depleting crop only is grown in a field or subdivision, the acreage will be entered in column F.

2. In case one non-depleting crop only is grown in a field or subdivision, the acreage will be entered in column G.

3. If the field or subdivision is idle, the acreage will be entered in column H.

4. If any field or part thereof is non-cropland, the acreage of non-cropland will be entered in column I.

5. If one soil-depleting crop is followed by another soil-depleting crop, the acreage will be entered in column F opposite the first crop and the acreage of the second soil-depleting crop (and third, etc.) will be entered and circled in column F opposite the name of the second crop.

6. If a soil-depleting crop and a non-depleting crop are grown successively in a field or subdivision, the acreage will be entered in column F opposite the soil-depleting crop and the same acreage will be entered and circled in column G opposite the non-depleting crop.

7. If a non-depleting crop is followed by a non-depleting crop, the acreage of the first crop will be entered in column G and the acreage of the second crop will be entered and circled in column G.

8. If a soil-depleting crop is interplanted or grown in combination with a non-depleting crop, the entire acreage will be shown in column F as soil-depleting and also entered and circled in column G as non-depleting.

9. If cotton (or any other soil-depleting crop) is interplanted with potatoes (or commercial vegetables) so as to occupy the land simultaneously, the entire acreage will be entered in column F as cotton and one-half the acreage will be entered and circled in column F as potatoes, provided that the potato rows are approximately twice the normal width of row for potatoes. If the rows are less than approximately twice the normal width of row for potatoes, the entire acreage will be entered as cotton and the entire acreage also will be entered and circled as potatoes.

C. Determination of acreage shares. - Where more than one producer is interested in one or more special crops, enter the acreage shares in column O and R

of Form ECR-418 for each field or subdivision devoted to such crop(s). If any crop for which an allotment has been determined for the farm in 1940 is not grown in 1940, or if the 1940 acreage of any special crop is substantially reduced by weather conditions, insects or plant bed diseases, or if the acreage of cotton is reduced for any reason, below 80% of the cotton allotment, the county committee, on the basis of the supervisor's field notes, and any additional information available, will determine the proper division of the allotment among the producers. Such division will be entered in columns O and R, in terms of acreage shares.

Section XIII Descriptions and Codes for Recording
Soil Building Practices,

Statement of Practice	Example of description to be entered by supervisor on ECR-418	Amount Which will count one unit	Code
Superphosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.	16% phos. on red clover alone. (Apr.) -or- 20% phos. on permanent pasture. (Apr.)	300 lbs. of 16% material -or- 240 lbs. of 20% material	A
AAA superphosphate applied (except in connection with soil-depleting crops) to or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.	AAA triple phos. on noncrop pasture (Apr.) -or- AAA 20% phos. on non-crop pasture (Apr.).	100 lbs. of triple material -or- 240 lbs. of 20% material	B
Basic slag, rock phosphate, or colloidal phosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture. (Not applicable in Va. and W. Va.)	Basic slag on vetch (Nov.)	500 lbs.	C
Potash applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.	Potash on alfalfa (Mar.)	150 lbs. of 50% muriate of potash.	D
Ground limestone or equivalent applied to farm land. (Credit will not be given for the application, except in Tennessee, of less than 1,000 lbs. per acre to flue-cured tobacco, peanuts, or commercial vegetables.)	Limestone (May) -or- Burned Lime (June)	(See State bulletin.)	E

Statement of Practice	Example of description to be entered by supervisor on ECR-418	Amount which will count one unit	Code
AAA Ground limestone applied to farm land. (Credit will not be given for the application, except in Tennessee, of less than 1,000 lbs. per acre to flue-cured tobacco, peanuts, or commercial vegetables.)	AAA limestone on corn (May)	(See State bulletin.)	F
Mulching.-Applying air-dry straw or equivalent mulching material (excluding barnyard and stable manure) in orchards. (Not applicable in Va.)	Mulching orchard. (Nov.)	2 tons air-dry weight.	G
Seeding adapted varieties of alfalfa.	Seeding alfalfa. (Aug.)	Each acre.	H
Seeding crimson clover, vetch, Austrian winter peas (not applicable in W. Va.), or bur clover (not applicable in Del., Md., Va., W. Va., and Ky.), as winter cover crops.	Seeding crimson clover (Aug.)	Each acre.	I
Seeding sericea, kudzu (not applicable in W. Va.), approved red clover, alsike clover, sweet clover, whiteclover, bluegrass, orchard grass, tall oat grass and hop clover in Tenn., annual ryegrass (not applicable in W. Va.), Dallas grass in N. C., annual lespedeza (not applicable in Va., W. Va., and Ky.) or a mixture of legumes or perennial grasses other than a mixture consisting solely of timothy and redtop.	Seeding approved red clover (July)	Each two acres.	J
Seeding annual lespedeza (not applicable in Del., Md., N.C., and Tenn.), timothy, redtop, or a mixture consisting solely of timothy and redtop.	Seeding red top. (Nov.)	Each four acres.	K
Cover crops.-Crimson clover, sweet clover (not applicable in N.C.), Austrian winter peas (not applicable in W. Va.), vetch, bur clover in Tenn., rye, winter oats, barley, wheat, or mixtures of these crops, of which a good stand is used for winter cover and is plowed or disked under as green manure.	Rye turned. (Apr.)	Each acre.	L

Statement or Practice	Example of description to be entered by supervisor on ECR-418	Amount which will count one unit	Code
<u>Green Manure</u> Soybeans or rye, from which seed is not harvested by mechanical means, velvetbeans (not applicable in W. Va. or Ky.), cowpeas (not applicable in W. Va.), crotalaria (not applicable in Del., Md., and W. Va.), or sweet clover in orchards, of which a good stand and good growth is plowed or disked under as green manure or left on the land as a temporary mulch. (Summer legumes interplanted or grown in combination with soil-depleting crops and 1940 seedings of sweet clover in orchards will not be counted under this practice M.) Spring oats (not applicable in Va.), buckwheat, Sudan grass, millet, sorghum, sown corn, or mixtures of these crops, of which a good stand and good growth is plowed or disked under in orchards, or on commercial-vegetable or potato land in Va. or Ky. (Not applicable in Md., Del., W.Va., and N.C.) Spring oats, buckwheat, Sudan grass, millet, sorghum, sown corn, or mixtures of these crops, of which a good stand and good growth is plowed or disked under or land other than that stated in practice N above. (Applicable only in Ky. and Tenn.) Soybeans from which seed is not harvested by mechanical means, crotalaria in N.C., velvetbeans, or cowpeas interplanted or grown in combination with soil-depleting crops, of which a good stand and a good growth is obtained and the forage is not harvested. (Not applicable in Del., Md., and W. Va.)	Sweet clover left in orchard. -- or -- Soybeans turned (Aug.) -- or -- Rye left	Each acre	M
	Sudan grass disked in orchard. (July)	Each acre	N
	Spring oats turned (May)	Each two	O
	Cowpeas left in corn.	Each four acres	P

Statement or Practice	Example of description to be entered by supervisor on ECR-418	Amount which will count one unit	Code
<u>Terracing</u> - Construction of standard terraces for which proper outlets are provided. (Not applicable in W. Va.)	Terracing by county unit (Feb.) - or - Terracing by producer (Feb).	200 linear feet	Q
<u>Contour stripcropping</u> , upon prior approval of the county committee. (Not applicable in Va.)	Stripcropping (Give full description of crops and system used) Contour furrowing. (Feb.)	Each four acres	R
<u>Contour listing or furrowing</u> noncropland (the acreage of this practice will be computed on the basis of the area so handled, each furrow or strip being considered to occupy an area not in excess of one-half rod in width). (Not applicable in Va., W. Va., and N.C.)	Contour furrowing. (Feb.)	Each four acres	S
Planting forest trees (including shrubs beneficial to wildlife or in protective plantings) provided such trees are protected from fire and grazing and cultivated in accordance with good tree culture and wildlife management as is recommended by the State committee and approved by the Regional Director.	Planting slash pines (Mar.)	One-fifth acre	T
<u>Improving a stand of forest trees</u> , with prior approval of the county committee, under such system of farm woodlot and wildlife management as is recommended by the State committee and approved by the Regional Director.	Improving forest stand (Feb.-Mar.)	One-half acre	U
<u>Growing a home garden</u> for a landlord, tenant, or sharecropper family on a farm in accordance with specifications issued by the State committee with the approval of the Regional Director. (Applicable only in N.C.)	Garden approved.	One garden per family	V

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
EAST CENTRAL DIVISION

1940 AGRICULTURAL CONSERVATION PROGRAM

EAST CENTRAL REGION

PART II - PROCEDURE FOR DETERMINATION OF PERFORMANCE BY GROUND
MEASUREMENTS

These instructions outline the method of establishing proof of performance in accordance with the provisions of the 1940 Agricultural Conservation Program including 1940 crop acreages and land uses and the soil-building practices carried out under the program.

SECTION I. - CONDUCT OF WORK

Inasmuch as the purpose of checking performance is the accurate determination of the acreages of crops, designated land uses, and soil-building practices carried out under the program, it is important that all work be performed so as to accurately and effectively accomplish this objective.

A. Responsibility of county office. - County offices must exercise sufficient supervision to insure accurate and satisfactory work on the part of local supervisors, computers, operators, and other persons engaged in the preparation of Forms ECR-418, ECR-419, and related forms. A designated person in the county office should spot check the work of computers and of others engaged in the preparation of Forms ECR-419 and 420 at least once each week and more frequently if required by the State office.

The chief clerk or other designated person will be responsible for coordination of field and office work, the office operations incident to performance checking, and the preparation of Forms ECR-419. A specified clerk should be responsible for the distribution of materials to supervisors and for the preparation of progress reports.

B. Supervision by State office. - State supervisors working under the direction of the State office will visit each county as soon as possible after the local supervisors start working. The State supervisors will check two or more farms reported by each local supervisor, at least 2% of all farms in each county and at least 10% of the cases where a recheck has been made in connection with the disposition of excess acreage or at the request of the farm operator. At least one-half of the local supervisor's reports which are checked in each county will be selected at random. The State supervisor will check the local supervisor's report on a farm or such part of the report as is required for him to determine the accuracy of the report. Local supervisors will not be paid until their work has been checked by a State supervisor or other person designated by the State office. The services of local supervisors whose work is unsatisfactory will be discontinued. A report on Form ECR-429 for each farm checked by a State supervisor will be filed in the county office and a copy will be filed in the State office.

State office representatives will make a complete and careful audit of

Forms ECR-418 and 419 for at least 2% of the farms in each county. The results of this audit will be reported on Form ECR-434. One copy of this report will be filed in the State office and one copy in the county office.

SECTION II - ASSEMBLY OF MATERIALS IN COUNTY OFFICE

A. There should be assembled for each participating farm and for other farms for which tobacco or cotton allotments are determined for 1940 or such crops are planted in 1940:

1. Form ECR-418, "Supervisor's Farm Report - 1940."
2. Form ECR-217, 1940 Farm Sketch Map. (Forms printed in 1938 will be used for 1940.)
3. Form ECR-415, if applicable.
4. Form ECR-415A, if applicable.
5. Form ECR-405, "Report of 1940 Seeded Acreage of Wheat", if applicable.
6. Form ECR-217, 1939 Farm Sketch Map, as executed in connection with the 1939 program.
7. Form ECR-318, as prepared for the farm in 1939, if specified by the State office.

The above forms for each farm should be placed in an individual 9 1/2 by 12-inch envelope so as to guard against loss or confusion with forms for other farms. The operator's name, the farm serial number, and any other information to help identify the farm, should be shown on the outside of the envelope. The words "not in program" should be entered on either the envelope or Form ECR-418 for each non-participating farm.

B. The following entries should be made on Form ECR-418 in the county office prior to delivery to the supervisors:

1. State and county code, 1940 farm serial number, and the name and address of the 1940 operator;
2. The amount and description of each kind of material furnished to the farm by the A.A.A. as a grant of aid.

SECTION III - PROCEDURE FOR LOCAL SUPERVISORS

A. Preparation. - The supervisor will receive from the county office forms for such number of farms as can be visited and checked for performance within a reasonable period of time. The forms for each farm should be kept in its envelope.

B. Assistance of operator. - If practicable the farm operator should be notified a day or so before performance is to be checked on his farm.

The assistance of the operator or his representative will be obtained in checking the farm. Whenever possible, the supervisor should obtain (in the blank space at the lower right hand corner of Form ECR-418) the operator's designation of a representative, if the operator himself is unable to accompany the supervisor. For example, "I hereby designate John Smith to approve the report of performance on my farm", signed "John Jones." The assistance of the operator or his representative is of special importance in locating (1) the farm

boundary, (2) subdivisions of fields, (3) areas on which soil-building practices were carried out by each producer, (4) crops of different tenants and the shares of each, (5) areas which have been devoted to a crop which does not appear on the land, and (6) other information called for in Form ECR-418.

The supervisor should not go on any farm for the purpose of checking performance if the operator objects. If the operator refuses to permit the supervisor to check performance on the farm, a note to that effect should be entered on Form ECR-418 for such farm and should be followed by the signature of the supervisor, the date of the refusal, and if possible the signature of the operator.

C. Inspection of fields. - The supervisor must walk around and across each field for which the acreage is to be measured or estimated, sufficiently to determine the boundaries, the crops grown, the area deductions, if any, to be made and, on participating farms, the practices carried out during the 1940 program year. The work of any supervisor who fails to do this properly will be unsatisfactory.

D. Determination of acreages. - In counties specified by the State office the acreages determined by measurement in 1939 will be used in 1940; in other counties such acreages will not be used in 1940.

1. Where 1939 acreages will not be used in 1940. -

a. Participating allotment farms. - For each farm participating in the 1940 program for which a special allotment is established the supervisor will:

- (1) Measure tobacco and cotton.
- (2) Measure wheat on wheat-allotment farms if not previously measured.
- (3) Carefully estimate the acreage of wheat harvested at maturity on non-wheat allotment farms if it appears that the 1940 acreage of such wheat on the farm is eight (8.0) acres or less; measure the acreage of such wheat if it appears to be in excess of eight (8.0) acres.
- (4) Carefully estimate the acreage of each other crop and land use.
- (5) Carefully estimate the acreage on which each soil-building practice was carried out, unless such acreage is measured in connection with the determination of the acreage of special crops.

b. Participating non-allotment farms. - For each farm participating in the program for which no special allotment is established the supervisor will:

- (1) Measure tobacco and cotton.
- (2) Carefully estimate the acreage of wheat harvested at maturity if it appears that the 1940 acreage of such wheat on the farm is eight (8.0) acres or less; measure the acreage of such wheat if it appears to be in excess of eight (8.0) acres.
- (3) Carefully estimate the acreage on which each soil-building practice was carried out on the farm.
- (4) Obtain the operator's estimate of the acreage of each soil-depleting crop and other crops and land uses on the farm in 1940. If the operator's estimate appears to be incorrect, the

supervisor should make a careful estimate of such acreage.

c. Non-participating farms. - For farms not participating in the 1940 Agricultural Conservation Program but on which tobacco or cotton is grown the supervisor will:

- (1) Measure the acreages of tobacco and cotton.
- (2) If the acreage of cotton is within the cotton allotment, carefully estimate the acreage of wheat harvested at maturity if it appears that the 1940 acreage of such wheat is eight (8.0) acres or less; or measure the acreage of such wheat if it appears to be in excess of eight (8.0) acres.

In making estimates, consideration should be given to the shape of the field. The dimensions of the field shall be determined by pacing, counting the fence posts or other convenient but equally accurate method.

2. Where 1939 acreages will be used in 1940. - The acreage determined in 1939 for each field will have been entered by the county office on the 1939 sketch map (Form ECR-217) prior to the beginning of determination of performance. In making such entries the county office will designate acreages measured in 1939 by the letter M, and those estimated in 1939 by the letter E. The supervisor will follow the instructions set forth in 1, above, except that:

a. Fields. - Acreages of whole fields will be obtained from the farm sketch map rather than by chaining or estimating, unless (1) a field the acreage of which was estimated in 1939 is devoted in 1940 to a crop listed above as one the acreage of which is to be measured, or (2) there is a question as to the acreage.

b. Subdivisions. - Each subdivision devoted to a special crop will be chained; others will be carefully estimated.

E. Preparation of farm sketch map. - In areas in which acreages determined in 1939 are used in 1940, and the sketch maps are sufficiently accurate, a new sketch map will not be prepared. A new Farm Sketch Map will be prepared in cases where the 1939 sketch map obviously is inaccurate; where minor revisions of the 1939 map will suffice these should be made, rather than to prepare a new map.

Farm Sketch Maps should show actual shape and location of fields as nearly as possible, and measurements when made should be recorded thereon, in the proper place. Each field should be identified by a number: 1, 2, 3, etc. These should be assigned to each field in a systematic arrangement for the farm. Subdivisions of the same field should be shown as 1-A, 1-B, 1-C, etc. If specified by the State office, division lines between subdivisions will be shown by dashed lines.

F. Execution of Form ECR-418. -

Erasures should not be made on this form. In the event of error, the erroneous material should be lined out with a single line so that the original entry may be read. All corrections made shall be initialed by the person making them at the time they are made.

1. Farm field report (Sec. I of Form ECR-418). - This section should be filled in by the supervisor at the time he goes over the farm, and the entries for each field should be made in the course of inspecting the field. The supervisor will make entries as follows:

a. Column A. - The field number entered in column A should agree with the field number on the Farm Sketch Map. Particular care should be exercised to see that field numbers on farm sketch maps are properly shown on Form ECR-418. Subdivisions of fields should be indicated as 1-A, 1-B, etc. Subdivisions should be shown where two or more crops are grown in the same field, a soil-building practice is performed on a part of the field, or if two or more producers have separate acreages of the same special crop or practice in a field.

b. Column B. - The operator's estimate of the acreage in the field or subdivision should be entered by the supervisor in column B.

c. Column C. - Acreages of fields obtained from the 1939 farm sketch maps should be entered in column C. In the case of a field measured by the supervisor, the acreage will be computed in the county office and entered in column C. If the acreage in the field is determined by careful estimate by the supervisor, the estimated acreage entry should be made in column C as follows: E-0.5. In each case the acreage determined in the county office should be compared with the estimate in column B, and if a material discrepancy exists, the work of the computer should be checked and, if necessary, the matter should be taken up with the supervisor.

d. Column D. - The supervisor will enter in column D the crop or land use to which each field or subdivision is devoted in 1940 and all information necessary for the correct classification of each. The year non-depleting crops were seeded should be shown following the name of the crop, for example, "red clover 1939" or "red clover 1940". No crops seeded or planted after August 31, 1940 (October 31, in North Carolina) should be shown. In the case of land in cultivation for first time in 1940, the words "new ground" should be entered in this column. Any land devoted to pasture should be designated either as "cropland pasture" or "non-crop pasture".

The notation "home use" should be shown in the column after the name of the crop, in the case of vegetables and potatoes grown for use on the farm. Vegetables for home use in fields devoted to depleting crops should be listed separately and classified as non-depleting. Truck and vegetable crops not grown for home use should be grouped together as "commercial vegetables" except that separate entries shall be made for each of the following crops: potatoes, sweet potatoes, cantaloupes, peas for canning, corn for canning, and watermelons.

If the operator states that any part of the cotton grown on the farm in 1940 is pure strain Sea Island or American-Egyptian, the supervisor should make a separate entry for such cotton and should make the notation "1 1/2 inches" in column D of such entry.

Where two or more crops are grown on land at the same time regardless of whether seeded or harvested together or separately they should be listed on

the same line of column D, for example, "corn and soy beans", "wheat, timothy 1939 and red clover 1940".

If two or more crops are grown in succession in the same field or subdivision the supervisor will enter such crops preceded by numbers indicating the order in which the crops occupied the land, for example:

1. "Crimson clover 1939 turned"
2. "Corn and crimson clover 1940"

e. Column E. - This column will be used only in counties with aerial photographs.

f. Columns F, G, and H: No entries will be made in these columns by the supervisor.

g. Column I. - In the case of crops on noncropland, the supervisor will enter a check mark in column I to indicate that the crop is on noncropland.

If any field is devoted to open, noncrop pasture, the acreage which is fenced and will carry at least one animal unit for each 5 acres should be entered by the supervisor.

h. Column J. - Enter in column J a description of each soil-building practice, including the month in which carried out. See Section V of these instructions.

In the case of the application of fertilizing materials such as superphosphate, basic slag, or potash, the crop or crops to which such application was made and the analysis of the fertilizer should be clearly indicated in the description of the practice. For example: "20% Phos. on alfalfa, Apr."

Superphosphate, potash, and basic slag applied to grasses or legumes in connection with soil-depleting crops will not qualify for credit and should not be shown except that the manner in which materials furnished by the A.A.A. as grants of aid are used should always be shown and the letters AAA should precede the description. In case any such material is used so as not to qualify for credit, the supervisor will clearly indicate this fact on Form ECR-418.

In the case of a mixed fertilizer which is used in such manner as to qualify for a soil-building practice, the supervisor should enter the total quantity and analysis of the material in column J and the county office should compute the equivalent of superphosphate and potash and enter the result in column K.

i. Column K. - The total quantity of the materials used in connection with each practice, such as pounds of seed used in seeding practices, the total pounds of lime or superphosphate or potash applied, or the total linear feet of terrace constructed according to specifications, should be recorded in column K. All practicable means, such as invoices, etc., should be used to verify the practices reported as carried out. If the supervisor has any doubt as to whether

a practice reported was carried out, he should so indicate on Form ECR-418 for the information of the county committee.

j. Column L. - The supervisor will make no entries in this column.

k. Columns M, N, O, P, Q, R, and S. - These columns will be used only in the case of farms on which there is a share-tenant or a sharecropper, who has a share in a special crop, or who has contributed to the carrying out of a soil-building practice on a participating farm. If a share-tenant or sharecropper has a share in such a crop or contributed to the carrying out of a practice, those columns will be used for the fields or subdivisions thereof on which is grown the special crop or on which the soil-building practice was carried out. In the event (1) a special crop for which an allotment has been determined for the farm is not grown in 1940, or (2) in the event of complete or partial failure of such crop, or (3) failure to plant at least 80 percent of the cotton allotment, the supervisor will show in field notes the cause and extent of such failure and the share to which each producer would have been entitled had the full acreage of such crop been planted and harvested.

l. Column M. - The correct name and address of the tenant or sharecropper should be entered in this column. In case both a share-tenant and a sharecropper share in the crop, the name and address of the tenant should be entered on the upper half of the line, and the name and address of the sharecropper should be entered on the lower half of the line. If there is no share-tenant or sharecropper on the farm the words "no tenants" should be entered. The landlord's name will not be listed in this column.

m. Column N. - Enter in column N for each field, or subdivision of a field, the fractional share of any special crop (or the proceeds thereof) to which the share-tenant or sharecropper is entitled.

n. Columns O and R. - The supervisor will make no entries in these columns.

o. Columns P and S. - Where two or more producers shared in carrying out any practice, the letters PS (denoting "practice share") should be entered opposite the name of the share-tenant or sharecropper, or both, in column P to indicate that a share of the practice is to be credited. Similarly, the letters PS should be entered in column S, of the line on which the practice is recorded, if a part of the practice is to be credited to the landlord. Where the practice on a field is carried out by only one person and other producers share in practices carried out on other fields, the word "all" should be entered on the line on which the practice is recorded instead of the letters PS. Where only one producer carried out all the practices for the entire farm, the words "All Practices", should be shown in column P, opposite his name, in the case of a tenant or sharecropper and if such person is the landlord the notation "All Practices" will be entered in column S.

In determining whether a person contributed to the carrying out of a soil-building practice which would entitle him to share in the payment therefor, consideration should be given to cash expenditures made in carrying out the

practice (as in purchasing seed, fertilizer, or other materials or employing labor) and to labor performed without compensation.

p. Column Q. - Enter in column Q for each field the fractional share of the landlord in each special crop. If the operator receives all the crops and carried out all the practices, the words "All crops and practices" should be entered opposite his name at the top of the form.

G. Other farms in which any producer on the farm has an interest (Sec. II of Form ECR-418). - The supervisor should identify carefully other farms in the county in which any producer on the farm has an interest and should indicate clearly the producers who are so interested. Farm serial numbers or descriptions may be used. Similar information for farms in each other county and State in which any producer on the farm has an interest should be shown, together with the number of such farms and the county and State in which each is located. If this information is not available for any producer, a notation to that effect should be entered by the supervisor. In case no producer on the farm has an interest in any other farm, the word "none" should be written in Section II of Form ECR-418.

H. Operator's certificate (Sec. III of Form ECR-418). - The signature of the operator or of his representative should be obtained at the time performance is checked by the supervisor after the Form ECR-418 has been filled in (with the exception of the entries which require computations by the county office) and after the operator or his representative has reviewed the data entered thereon. The supervisor should sign and date the form on the lines provided.

SECTION IV. CHECKING SUPERVISOR'S REPORT IN COUNTY OFFICE.

Supervisors should deliver the first three to five completed farm reports to the county office as soon as completed and thereafter as instructed, but at least once each week. The supervisor's report should be checked promptly at the county office. The checking of the supervisor's report will include a determination that -

1. All fields and subdivisions are properly numbered;
2. All field forms and notes have the serial number recorded on each sheet;
3. Where two or more separate tracts of land are included in a farm, tracts are properly identified such as No. 1 of 3 tracts, No. 2 of 3 tracts, or No. 3 of 3 tracts;
4. No field is omitted from the report;
5. Acreage figures entered by the supervisor in column C of Form ECR-418 from the Farm Sketch Map are correct for the field as shown on such map;
6. Information in column D, Form ECR-418, is sufficient to permit correct classification of crops;
7. Descriptions of practices are complete;
8. Division of crops and practices is shown;
9. Other farms are shown in section II, or the word "none" is entered;
10. Operator's signature and date of check of performance are on the report; and
11. All other necessary data are correctly entered.

The attention of the supervisor should be called to any errors he has made and he should be instructed to make any necessary corrections and obtain information

missing from his report. Promptness in checking the report with the supervisor will save much time and make for accuracy of reports.

SECTION V. - RECHECKING

In general, not more than one visit should be made to a farm other than at the producer's request to check late practices or the disposition of excess tobacco, cotton, or peanuts.

A. Checking disposition of excess acreage. - The classification of excess acreages of tobacco, peanuts and cotton may be changed by acceptable disposition of the excess, provided such disposition is made before harvest in the case of tobacco and peanuts and before formation of the bolls in the case of cotton. If, after the acreage of such crops has been determined, the producer notifies the county office that an excess has been disposed of, a supervisor will determine the acreage(s) of such crop(s) disposed of, and the method of disposition. A separate report on Form ECR-418 will be prepared for each farm on which a recheck is made. The area disposed of will be clearly indicated on the farm sketch map. The actual shape and location of these areas should be shown as nearly as possible and measurements where made should be recorded thereon in the properly places. Such sketch map will be on or attached to Form ECR-418. Where a portion of the field is disposed of, that portion should be indicated by a different letter.

Disposition of other crops will not be checked since the classification cannot be changed by the disposition of excess acreage.

B. Checking late practices. - In cases where the soil-building allowance has not been earned when the farm is checked and the operator notifies the county office that additional practices have been carried out the county office should provide for checking the late practices. If practicable all such rechecking in the county should be deferred until the close of the program year in order that the supervisors' time may be utilized to the greatest advantage in making the required rechecks.

C. Rechecking acreages at farmer's request. - Upon application of any producer for a recheck of acreages, such recheck should be provided by the county office upon deposit with the treasurer of the county association of an amount specified by the State committee, which is deemed to be sufficient to defray the estimated cost of such recheck to the county association. This amount shall be returned to the producer if the recheck shows that material errors were made in the first check of performance on the farm. Rechecks of all farms originally checked by supervisors who since have been disqualified shall be made at the expense of the county association.

Rechecks of performance determinations alleged by the producer to be in error should in no case be made by the supervisor who originally checked the farm, and in all cases should be made by the best qualified supervisors. Any necessary rechecks of field acreages in the county office should be made by a fully competent acreage computer and special care should be taken to see that entirely accurate and unbiased determinations are obtained. Such rechecks should be recorded on a separate Form ECR-418, which should bear the signature of the acreage computer making the recheck and the date on which the field acreages were redetermined. If the recheck shows an acreage figure to be in error a line should be drawn through the incorrect figure on the original Form ECR-418, the correct figure should be entered above and the correction initialed by the person making the correction.

SECTION VI. COMPLETION OF SUPERVISOR'S FARM REPORT IN COUNTY OFFICE

After the Supervisor's Farm Report has been checked for accuracy, the following entries will be made in the county office:

A. Determination of acreages. - The acreage of fields for which measurements were made by the supervisor and entered on Form ECR-217 will be computed and entered in column G.

B. Classification of crop acreages and land uses. - The classification of the acreage in each field or subdivision will be shown by entering the appropriate acreage in column F, G, H, or I.

1. In case one soil-depleting crop only is grown in the field or subdivision, the acreage will be entered in column F.

2. In case one nondepleting crop only is grown on a field or subdivision, the acreage will be entered in column G.

3. If the field or subdivision is idle, the acreage will be entered in column H.

4. If any field or part thereof is noncropland, the acreage of noncropland will be entered in column I.

5. If one soil-depleting crop is followed by another soil-depleting crop, the acreage will be entered in column F opposite the first crop and the acreage of the second soil-depleting crop (and third, etc.) will be entered and circled in column F opposite the name of the second crop, except that if the second crop is a special crop and the first crop is not, the acreage of the first crop will be circled and the acreage of the special crop will not be circled.

6. If a soil-depleting crop and a nondepleting crop are grown together or successively in a field or subdivision, the acreage will be entered in column F opposite the soil-depleting crop and the same acreage will be entered and circled in column G opposite the nondepleting crop.

7. If a nondepleting crop is followed by a nondepleting crop, the acreage of the first crop will be entered in column G and the acreage of the second crop will be entered and circled in column G.

8. If a soil-depleting crop is interplanted or grown in combination with a nondepleting crop, the entire acreage will be shown in column F as soil-depleting and also entered and circled in column G as nondepleting.

C. Determination of acreage shares. - Where more than one producer is interested in one or more special crops, enter the acreage shares in columns O and R of Form ECR-418 for each field or subdivision devoted to such crop(s). If any crop for which an allotment has been determined for the farm in 1940 is not grown in 1940 or if the 1940 acreage of any special crop is substantially reduced by weather conditions, insects or plant bed diseases, or if the acreage of cotton is reduced for any reason, below 80% of the cotton allotment, the county committee, on the basis of the supervisor's field notes, and any additional information available, will determine the proper division of the allotment among the producers. Such division will be entered in columns O and R, in terms of acreage shares.

Section VII. Descriptions and Codes for Recording
Soil Building Practices

Statement of Practice	Example of description to be entered by supervisor on ECR-418	Amount which will count one unit	Code
Superphosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.	16% phos. on red clover alone. (Apr.) -or- 20% phos. on permanent pasture. (Apr.)	300 lbs. of 16% material -or- 240 lbs. of 20% material	A
AAA superphosphate applied (except in connection with soil-depleting crops) to or in connection with the seeding of, green manure crops in orchards, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.	AAA triple phos. on noncrop pasture (Apr.) -or- AAA 20% phos. on non-crop pasture (Apr.).	100 lbs. of triple material -or- 240 lbs. of 20% material	B
Basic slag, rock phosphate, or colloidal phosphate applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture. (Not applicable in Va. and W. Va.)	Basic slag on vetch (Nov.)	500 lbs.	C
Potash applied (except in connection with soil-depleting crops) to, or in connection with the seeding of, perennial or biennial legumes, perennial grasses, winter legumes, lespedeza, crotalaria, annual ryegrass, or permanent pasture.	Potash on alfalfa (Mar.)	150 lbs. of 50% muriate of potash.	D
Ground limestone or equivalent applied to farm land. (Credit will not be given for the application, except in Tennessee, of less than 1,000 lbs. per acre to flue-cured tobacco, peanuts, or commercial vegetables.)	Limestone (May) -or- Burned Lime (June)	(See State bulletin.)	E

Statement of Practice	Example of description to be entered by supervisor on ECR-418	Amount which will count one unit	Code
<u>AAA Ground limestone</u> applied to farm land. (Credit will not be given for the application, except in Tennessee, of less than 1,000 lbs. per acre to flue-cured tobacco, peanuts, or commercial vegetables.)	AAA limestone on corn (May)	(See State Bulletin.)	F
<u>Mulching</u> .—Applying air-dry straw or equivalent mulching material (excluding barnyard and stable manure) in orchards. (Not applicable in Va.)	Mulching orchard. (Nov.)	2 tons air-dry weight.	G
<u>Seeding</u> adapted varieties of alfalfa.	Seeding alfalfa. (Aug.)	Each acre.	H
<u>Seeding</u> crimson clover, vetch, Austrian winter peas (not applicable in W. Va.), or bur clover (not applicable in Del., Md., Va., W. Va., and Ky.), as winter cover crops.	Seeding crimson clover (Aug.)	Each acre.	I
<u>Seeding</u> sericea, kudzu (not applicable in W. Va.), approved red clover, alsike clover, sweet clover, whiteclover, bluegrass, orchard grass, tall oat grass and hop clover in Tenn., annual ryegrass (not applicable in W. Va.), Dallas grass in N. C., annual lespedeza (not applicable in Va., W. Va., and Ky.) or a mixture of legumes or perennial grasses other than a mixture consisting solely of timothy and redtop.	Seeding approved red clover (July)	Each two acres.	J
<u>Seeding</u> annual lespedeza (not applicable in Del., Md., N.C., and Tenn.), timothy, redtop, or a mixture consisting solely of timothy and redtop.	Seeding red top. (Nov.)	Each four acres.	K
<u>Cover crops</u> .—Crimson clover, sweet clover (not applicable in N.C.), Austrian winter peas (not applicable in W. Va.), vetch, bur clover in Tenn., rye, winter oats, barley wheat, or mixtures of these crops, of which a good stand is used for winter cover and is plowed or disked under as green manure.	Rye turned. (Apr.)	Each acre.	L

Statement of Practice	Example of description to be entered by supervisor on ECR-418	Amount which will count one unit	Code
<u>Green Manure</u>			
Soybeans or rye, from which seed is not harvested by mechanical means, velvetbeans (not applicable in W. Va. or Ky.), cowpeas (not applicable in W. Va.), crotalaria (not applicable in Del., Md., and W. Va.), or sweet clover in orchards, of which a good stand and good growth is plowed or disked under as green manure or left on the land as a temporary mulch. (Summer legumes interplanted or grown in combination with soil-depleting crops and 1940 seedings of sweet clover in orchards will not be counted under this practice M.)	Sweet clover left in orchard. -or- Soybeans turned (Aug.) -or- Rye left	Each acre	M
Spring oats (not applicable in Va.), buckwheat, Sudan grass, millet, sorghum, sown corn, or mixtures of these crops, of which a good stand and good growth is plowed or disked under in orchards or on commercial-vegetable or potato land in Va. or Ky. (Not applicable in Md., Del., W. Va., and N.C.)	Sudan grass disked in orchard (July)	Each acre	N
Spring oats, buckwheat, Sudan grass, millet, sorghum, sown corn, or mixtures of these crops, of which a good stand and good growth is plowed or disked under on land other than that stated in practice N above. (Applicable only in Ky. and Tenn.)	Spring oats turned (May)	Each two acres.	O
Soybeans from which seed is not harvested by mechanical means, crotalaria in N.C., velvetbeans, or cowpeas interplanted or grown in combination with soil-depleting crops, of which a good stand and a good growth is obtained and the forage is not harvested. (Not applicable in Del., Md., and W. Va.)	Cowpeas left in corn.	Each four acres.	P

Statement of Practice	Example of description to be entered by supervisor on ECR-418	Amount which will count one unit	Code
<u>Terracing</u> - Construction of standard terraces for which proper outlets are provided. (Not applicable in W. Va.)	Terracing by county unit (Feb.) -or- Terracing by producer (Feb.).	200 linear feet	Q
<u>Contour stripcropping</u> , upon prior approval of the county committee, (Not applicable in Va.)	Stripcropping (Give full description of crops and system used)	Each four acres	R
<u>Contour listing or furrowing</u> noncropland (the acreage of this practice will be computed on the basis of the area so handled, each furrow or strip being considered to occupy an area not in excess of one-half rod in width). (Not applicable in Va., W. Va., and N. C.)	Contour furrowing. (Feb.)	Each four acres	S
<u>Planting forest trees</u> (including shrubs beneficial to wildlife or in protective plantings) provided such trees are protected from fire and grazing and cultivated in accordance with good tree culture and wildlife management as is recommended by the State committee and approved by the Regional Director.	Planting slash pines (Mar.)	One-fifth acre	T
<u>Improving a stand of forest trees</u> , with prior approval of the county committee, under such system of farm woodlot and wildlife management as is recommended by the State committee and approved by the Regional Director.	Improving forest stand (Feb.-Mar.)	One-half acre	U
<u>Growing a home garden</u> for a landlord, tenant, or sharecropper family on a farm in accordance with specifications issued by the State committee with the approval of the Regional Director. (Applicable only in N.C.)	Garden approved	One garden per family	V

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
EAST CENTRAL DIVISION

1940 AGRICULTURAL CONSERVATION PROGRAM

EAST CENTRAL REGION

PROCEDURE FOR PREPARATION OF FORM ECR-419, SUMMARY OF
SUPERVISOR'S FARM REPORT.



Form ECR-419 is a summary of the supervisor's farm report and contains all information necessary in preparing the application for payment which will be typed from this form. The entries on Form ECR-419 should be kept up currently with the completion of Forms ECR-418. The entries referred to in A and B below may be made prior to the filing of the Supervisor's Farm Report, Form ECR-418, for the farm.

The original Entries on Form ECR-419 should never be erased. If a recheck discloses that the original entry was incorrect a line should be drawn through the original entry and the correct figure entered above and initialed.

A. Transfer of data from Form ECR-407, "1940 Listing Sheet." - A Form ECR-419 will be prepared for each farm with respect to which performance is being checked. The following entries will be made from Form ECR-407, "1940 Listing Sheet":

1. The code and farm serial number and the name of the operator of the farm.
2. For participating farms enter in section III on line 1 of the respective columns the yield per acre for each of the following crops for which an allotment has been determined: tobacco, cotton, wheat, peanuts, potatoes, and corn.

When column E is used for wheat in counties which have been designated as commercial peanut counties and in which a commercial wheat acreage allotment has been determined on one or more farms under the 1940 program, the words "peanuts or" should be marked out. When column E is used for peanuts in such counties, the words "or wheat" should be marked out. It will be unnecessary to mark out "peanuts" or "wheat" in noncommercial peanut counties and in commercial peanut counties in which no commercial wheat acreage allotments were determined. It will be unnecessary to mark out "corn" or "potatoes" in column F, since the commercial corn area and the commercial potato area in the East Central Region do not overlap.

If it is necessary to change the heading of any column to provide for showing two kinds of tobacco or for showing peanuts and wheat on the same farm, a column not otherwise needed for the farm should be used and the heading changed to indicate the crops shown therein.

3. Enter on line 2, in the respective columns, the acreage allotments for total soil-depleting, tobacco, cotton, wheat, peanuts, potatoes, corn, and commercial vegetables for participating farms and for corn in commercial corn counties, tobacco, cotton and wheat for non-participating farms. Prefix the wheat acreage allotment with the letter "a" as a positive indication that there is a wheat allotment on the farm; for example, a25.0. For non-allotment wheat farms with a

usual acreage of ten acres or less, make no entry in column E, line 2, but if the usual acreage is more than ten acres, enter the usual acreage. Be careful not to use the prefix "a" before the usual acreage entry.

4. For participating farms, enter in Section IV, column K, the acreage of total cropland on line 1, the eligible noncrop pasture on line 4 and the acreage of commercial orchards and perennial vegetables on line 5, from columns 5, 7, and 4, respectively, of Form ECR-407.

5. For participating farms, enter in the column headed "ECR-407" in section VIII the total cropland acreage on line 36, the commercial orchard and perennial vegetable acreage on line 37 and the total farm land on line 40 from columns 5, 4, and 3, respectively, of Form ECR-407.

B. Soil-building goal. - The soil-building goal for participating farms will be entered in the space provided in section IV and may be obtained from Forms ECR-411, ECR-415 (or 415a) or by dividing the entry in column 8 of Form ECR-407 by \$1.50.

C. Summary of data on Form ECR-418.

1. Farm acreages for 1940 (Sec. VIII of Form ECR-419). - The 1940 acreage for the farm for each soil-depleting crop should be entered in the space provided. The total acreage of a crop should be entered as one figure, except that, in those cases where a portion of the acreage was circled on Form ECR-418 because of a second crop or interplanting, separate totals will be entered for the circled and uncircled acreages. The sum of the circled acreages will be shown circled and the sum of the uncircled acreages will be entered without circling. The 1940 acreage of a special allotment crop will be the sum of the circled and uncircled entries for such crop on Form ECR-419 and will determine whether the acreage allotment for the particular crop has been exceeded. In the case of crops grown on non-cropland, including commercial orchards, the acreage will be entered in the "acres" column with the letters "NC."

If the operator of a farm states that the acreage in a field or subdivision is planted to a pure strain of Sea Island or American-Egyptian cotton the notation "1½ inches" will have been entered by the Supervisor in Column D of ECR-418. If the County Committee determines, in accordance with applicable instructions, that the cotton is long staple it will be treated as a general soil-depleting crop; otherwise it will be classified as cotton. This will require delay of final summary of cotton acreage data for the farm on ECR-418, 419 and 420 until the foregoing determination has been made.

The remaining instructions in this Part III are applicable only for participating farms.

In line 20 should be entered the total of the 1940 acreage figures in lines 1 to 19 inclusive, which are not circled. The sum of the uncircled entries in 1 to 19, inclusive, will determine whether the total soil-depleting acreage allotment has been exceeded. There should also be entered and circled the total of the circled entries in lines 1 to 19, inclusive.

In lines 21 to 33, inclusive, the names and acreages of non-depleting crops should be entered. The same procedure should be followed in entering circled and uncircled figures as is specified for depleting crops above.

In line 33 should be entered the acreage of non-commercial orchards and vineyards less any acreage occupied by interplanted crops. The total acreage of non-commercial orchards should be entered in line 33 immediately to the left of the column headed "acres."

In line 34 should be entered the total of the 1940 acreage figures in lines 21 to 33, inclusive, which are not circled. There should also be entered and circled the total of the circled entries in lines 21 to 33, inclusive.

In line 35 should be entered the acreage of idle cropland.

In line 36 should be entered the total 1940 acreage of cropland as determined from Form ECR-418. This will be the sum of the uncircled items 20, 34 and 35, less the uncircled acreages of crops grown on non-cropland. The sum of the acreages of crops on non-cropland will be entered and circled above the cropland figure. In any such case, an explanatory note should be entered on Form ECR-419 relative to such entry.

In line 37 should be entered the total acreage of commercial orchards, including vineyards and perennial vegetables as determined from Form ECR-418.

In line 38 should be entered the total acreage of open non-crop pasture as determined from Form ECR-418. In addition, there should be entered in line 38 and circled the acreage of fenced, open, noncrop pasture land capable of carrying at least one animal unit for each five acres during the normal pasture season.

In line 39 should be entered the acreage of other non-cropland on the farm.

In line 40 should be entered the correct acreage of farm land.

2. Soil-building practices (Sec. IV of Form ECR-419). - Enter in columns H and X, respectively, the proper code and description of each soil-building practice carried out on the farm during the 1940 program year. The month in which the practice was carried out need not be included in the description entered on Form ECR-419. The quantity of material used and the acres on which each practice was carried out will be shown, respectively, in columns Y and Z.

The description of seeding practices should include sufficient data so as to facilitate the subdivision of practices J, K, L, and M as shown in the following illustration for listing on Form ECR-424.

J and K			L		M		
Seeding Specified Legumes and Grasses			Winter Legumes and Green Manure Crops		Crops Turned or Left on Land		
Lespedeza Alone or Mixture	Timothy,				Summer Legumes		
	Red Top				Turned	Left on	Other
					Under	Land	Crops
	Mixture	Other	Legumes	Grains			
12	13	14	15	16	17	18	19

The county office will check each soil-building practice entered to determine if the practice is consistent with the entries in section VIII of Form ECR-419. If doubt exists with respect to any practice, the entry should be verified before the report is accepted as correct.

The number of units of each soil-building practice carried out on the farm should be determined to the nearest tenth of a unit by the county office on the basis of the unit equivalents for such practices set forth in ECR-401 and should be entered in column I. The total units of practices carried out will be entered in the space provided in column I, line 9. By comparing this total with the soil-building goal, the county office can determine whether the goal has been met.

3. 1940 acreages (Sec. III of Form ECR-419). - If an entry is made in line 2, column B, indicating that a total soil-depleting acreage allotment was issued to the farm, enter in line 3 of column B the acreage devoted in 1940 to soil-depleting crops. Enter in line 3, the acreage of tobacco harvested in 1940 in column C, and the acreage of cotton planted in 1940 in column D. Enter in column E the acreage planted to wheat in 1940 if the farm has a wheat allotment. For non-wheat-allotment farms enter in column E the acreage of wheat harvested for grain or for any other purpose after reaching maturity, if such acreage of wheat in 1940 is in excess of 10 acres. Enter in column E the acreage of peanuts for market in 1940 on farms in commercial peanut counties. Enter in column F the acreage planted to potatoes in 1940 on potato allotment farms and for each other participating farm in commercial potato counties on which the 1940 acreage of potatoes for market exceeds 3 acres. Enter in column F the acreage planted to corn in 1940 on corn allotment farms. The corn acreage will be entered for a non-corn-allotment farm in a commercial corn county only if it exceeds 10 acres. Enter in column G the acreage of land planted to commercial vegetables in 1940 on vegetable allotment farms and for each other farm in a commercial vegetable county on which the acreage of land planted to commercial vegetables in 1940 is in excess of 3 acres. Enter a zero in line 3 for each crop for which the 1940 acreage is zero and an allotment or usual acreage is entered in line 2. Enter a zero in line 2 for each crop for which the allotment is zero and a 1940 acreage figure is entered in line 3.

Acres should be rounded to the nearest tenth of an acre. The total soil-depleting acreage will be the uncircled entry in line 20, section VIII, while the entries for other crops will be obtained from items 1 through 7 of section VIII. The acreage for each special crop will be the sum of the uncircled and circled entries for the crop. If in any case tobacco was harvested in 1940 on a farm for which there is no tobacco acreage allotment, the yield per acre as determined by the County Committee should be entered on line 1 as the yield per acre for the land covered by such application, and zero should be entered on line 2. A similar procedure should be followed in all other cases where a deduction from payments would result because of growing of an excess acreage of a special crop for which a yield has not previously been determined.

4. Names and addresses of applicants (Sec. V of Form ECR-419). - Enter in lines 10, 11, 12, 13, 14, and 15 the name and address of each applicant who is entitled to a share in any soil-depleting crop for which an allotment has been determined or for which a deduction is to be computed or who has incurred any portion of the expense of carrying out any soil-building practice on the farm. If there are more than six applicants, Section V of additional copies of Form ECR-419 should be used.

5. Assignments: indebtedness to the United States. - The name and address of the assignee, if any, the amount of assignment, and the amount of any indebtedness to the United States, should be entered in Section VI in lines 10b, 11b, 12b, 13b, 14b, and 15b.

6. Division of crops, practices, and materials furnished as grants of aid (Sec. VI of Form ECR-419).

(a) Division of soil-depleting crops. - In lines 10c, 11c, 12c, 13c, 14c, and 15c enter in columns C, D, E, F, and G, the share of each applicant in the respective soil-depleting crops or the proceeds thereof expressed in acres. These entries in each column should be added together in order to make certain that the totals of the applicants' shares are equal to the 1940 acreage devoted to the soil-depleting crop as shown in line 3 (or the soil-depleting acreage allotment as shown in line 2, if any such crop is not grown on the farm in 1940 or the acreage of the crop is substantially reduced by flood, hail, drought, insects, or plant bed diseases). In case the acreage is zero or in case of total or substantial crop failure, the soil-depleting acreage allotment should be divided among the applicants on the basis of the acreage as it was intended to be grown. It will not be necessary to show division on non-wheat allotment farms, unless a deduction is to be made.

Where two successive crops of commercial vegetables are grown on the same field, the acres share of each person sharing in each of the individual crops will be one-half that which would apply if only one crop were grown; where three successive crops are grown on the same field, the acres share of each person in each of the individual crops will be one-third that which would apply if only one crop were grown. The total of the acres share of all persons sharing in the crops grown on a field will equal the acreage in the field. The total of the acres share of all persons sharing in the commercial vegetable crops grown on the farm will equal the acreage of land planted to commercial vegetables.

The acreage of crops will be expressed to the nearest tenth of an acre. Fractions of five-hundredths or less will be dropped and fractions of more than five-hundredths will be counted as one-tenth of an acre. If it is desired to divide the acreage or allotment exactly between two or more persons, such 1940 acreage or allotment divisions may be expressed in hundredths. In every case where the name of only one applicant appears the word "all" or the 1940 crop acreage (or if the crop is not grown in 1940 the allotted acreage) must be shown.

The soil-depleting acreage shares will have been entered in columns O and R of Form ECR-418 for each field in the case of soil-depleting crops for which special acreage allotments are determined or for which a deduction is to be computed. Form ECR-116, "Tabulation of Crops and Practices," may be used for the purpose of summarizing for each producer his acreage share of each of such crops.

In such case, the name of the producer should be written on Form ECR-116 in the column provided. The names of the crops should be written across the top of the form in the spaces provided and the acreage share of each producer entered for each field under the column used for the crop. Separate totals of the crops as indicated above will be made for each producer.

(b) Division of soil-building practices. - Enter in lines 10c, 11c, 12c, 13c, 14c, and 15c, in column E the number of units to the nearest tenth in each applicant's share of the soil-building practices carried out on the farm. The sum of the units entered in column H for the applicants should equal the total units of practices carried out on the farm as shown above in column I. In case all the soil-building practices were carried out by one person, the word "all" may be entered in lieu of the units of such practices.

Each soil-building practice will be divided on the basis of the information shown in the Supervisor's Farm Report, except as otherwise provided below. This computation may be made on Form ECR-116.

Where the letters PS, indicating the different producers who incurred expense in carrying out a soil-building practice on a given acreage, were entered by the supervisor beside the names of such producers, the practice will be divided equally among them, unless such producers establish to the satisfaction of the county committee that the contributions of the different producers were not in equal proportions, in which event the practice should be divided in the proportion which the committee determines each such producer contributed thereto. A record of the committee's determination in each such case will be filed in the county office.

7. Materials furnished as grants of aid. - The amount of each material furnished the farm as a grant of aid, if any, should be shown in the space provided in Section VI. A notation should be made in Section VII with respect to materials furnished which have not been used in such manner as to qualify for credit toward meeting the soil-building goal. The notation should include the use made of the material and the amount of the material so used. The county committee will, in accordance with applicable instructions, determine whether the material has been used in a manner which is not in substantial accord with the purposes for which materials are furnished. The total amount of each material furnished will be entered in the space provided. The amount of material furnished may be obtained from Form ACP-64, Revised. Enter on lines 10c, 11c, 12c, 13c, 14c, and 15c, the amount of material furnished each applicant. The sum of the amounts of the material furnished each applicant should equal the amount of such material furnished as shown at the head of the column.

In Tennessee, Kentucky, and West Virginia the quantity of 20 percent superphosphate furnished pursuant to a request made on Form ACP-64, filed on or before March 28, 1940, as a grant of aid in lieu of triple superphosphate should be converted to an equivalent quantity of triple material and entered in the column headed "Superphosphate." For this purpose each 240 pounds of 20 percent material will equal 100 pounds of triple material.

In all states, 20 percent superphosphate furnished as a grant of aid pursuant to a request made after March 28, 1940, should be entered in the column headed "Seed," substituting "20% phos." for the word "Seed" and entering the rate of deduction determined for such material. These rates are as follows:

<u>State</u>	<u>Deduction Rate per 100 pounds</u>
Delaware	\$.75
Maryland	.75
West Virginia	.90
Kentucky	.90
Tennessee	.90
North Carolina	.80
Virginia	.80

Extreme care should be exercised in differentiating between 20 percent material furnished pursuant to requests made on or before March 28 and that furnished pursuant to requests made after that date.

In case two different kinds of seed are furnished as grants of aid, the "Lime" or "Superphosphate" column may be used and the heading, including the rate of deduction, corrected.

8. Other farms in which applicant has interest. - If any applicant for payment, regardless of whether landlord, share-tenant or sharecropper, has an interest in any other farm, as landlord, share-tenant or sharecropper, that fact should be noted on the Form ECR-419 as follows:

(a) Farms in same county. - Enter in serial order in the column headed "Other Farms" in Section VI, opposite the name of the applicant who is interested in other farm(s), the serial number of each farm in the county, including the farm covered by this Form ECR-419, in which such applicant has an interest. If more space is required, enter the applicant's name and the serial numbers of other farms in which interested, in Section VII.

(b) Farms in other counties.

(1) Individuals, partnerships and estates. - If the applicant is an individual, partnership or estate and is interested in any other farm in any other county in the State (or, if required by the State Committee, in any other State), enter in Section VII the applicant's name and the name of each county in which such farm or farms is located; for example, "John Doe - one farm Jefferson County."

(2) Applicants which are not individuals, partnerships or estates. - If the applicant is not an individual, partnership or estate and is interested in a farm or farms, anywhere in the United States or its possessions, enter in Section VII a notation such as: "XYZ Insurance Company is interested in other farms in other counties and States."

9. Listing practices and acreages of crops on Forms ECR-424 and 425. - The county office will list the units of soil-building practices and the acreages of crops on Forms ECR-424 and 425, respectively. The listing on Form ECR-425 should be done currently with the preparation of Forms ECR-419. The listing of practices on Form ECR-424 should be done as soon as practicable after the close of the program year.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
EAST CENTRAL REGION

ECR-416
1940

1940 AGRICULTURAL CONSERVATION PROGRAM

EAST CENTRAL REGION

PREPARATION OF FORM ECR-420, APPLICATION FOR PAYMENT

Introductory Statement. Form ECR-420, Application for Payment -- 1940 Agricultural Conservation Program, is similar in most respects to the application forms used in the East Central Region in 1938 and 1939. In view of the similarity of the application forms and the fact that many of the provisions of the program as they affect the preparation of the application for payment have not been changed in the past two years, most of the instructions in ECR-ADM-437 and in Sections 5, 6, and 7 of ECR-221 are applicable to the proper execution of the 1940 application form.

In order to facilitate the use of these instructions by those who are familiar with the provisions of ECR-ADM-437 and Sections 5, 6, and 7 of Form ECR-221, the parts of the instructions which represent substantial changes in the procedure for preparing applications have been underlined. It should, therefore, be borne in mind that the underlined parts below represent portions which should be given special study.

Form ECR-420 and Form ECR-420, Supplement 1, will be typed in the county office from Form ECR-419, Summary of Supervisor's Farm Report. It will be noted that the sections of the application form are similar to the corresponding sections of Form ECR-419, except that the column headed "Other farms" appears in Section VI on Form ECR-419 and in Section V on Form ECR-420. The information in columns X, Y, and Z of Section IV and in Section VIII of Form ECR-419 is not to be transferred to Form ECR-420. A pencil copy of Form ECR-420 should not be prepared; the information from Form ECR-419 will be transferred direct to the typed copy of Form ECR-420.

As in the past entries made by the county office will be made on dotted lines. The application form has been printed in sets of three copies with carbon inserts. All entries, signatures, and initials should be entered on the application prior to the removal of the carbons. After the application has been completed, the carbons will be removed and one of the yellow copies will be retained in the county office files, and the original and one yellow copy will be forwarded to the State office together with the original copy of Form ECR-419, Summary of Supervisor's Farm Report.

Form ECR-420 will be prepared for each participating farm for which it appears that a payment may be computed, or for which grant of aid materials were furnished, or where a person interested in the operations of the farm as a landlord or tenant has an interest in payment that may be computed for any other farm. In addition it will be necessary to prepare Form ECR-420 for a nonparticipating farm if the landlord or tenant on such farm has an interest in payments on a participating farm. Each Form ECR-420 will be given the same serial number as the Form ECR-419 from which it is prepared.

The application should be prepared in the county office as soon as possible after the Form ECR-419 for the farm has been completed, and has been initialed by the person checking it. This can be done as soon as:

- (a) All soil-building practices have been completed for this year, or enough have been carried out to equal the soil-building goal and there will be no change in the apportionment of the soil-building payment among the applicants;
- (b) The 1940 crop acreages have been definitely and finally determined;
- (c) It is determined that there is no excess acreage of a special allotment crop which the producer desired to dispose of so as to establish full performance; and
- (d) All materials received as a grant of aid have been accounted for.

I. SOIL-DEPLETING ALLOTMENTS AND 1940 ACREAGES.

- A. COLUMN HEADINGS. Bring the headings of columns C, D, E, and F, of Section III of Form ECR-420 into agreement with the corresponding column headings as shown on Form ECR-419. This will include entering the type of tobacco on applications covering farms on which a tobacco allotment is established or tobacco is grown, changing a column heading when two types of tobacco are grown on the same farm or when peanuts and wheat are grown on the same farm, and deleting the words "Peanuts or" or "or Wheat" in column E for applications in commercial peanut counties where wheat allotments have been established.
- B. YIELD PER ACRE. Enter in line 1 of the applicable columns the yield per acre for tobacco, cotton, peanuts, wheat, corn, and potatoes. This information will be obtained from Form ECR-419.
- C. ACREAGE ALLOTMENT. Enter on line 2 in the applicable columns the soil-depleting acreage allotments for total soil-depleting crops, tobacco, cotton, peanuts, wheat, corn, potatoes, and commercial vegetables. The wheat allotment should be preceded by the letter "a." For a nonallotment wheat farm with a usual acreage of more than ten acres, the usual acreage should be entered in line 2 of column E. Usual acreages of corn will not be shown on the application form. Information with respect to acreage allotments and usual acreages will be taken direct from Form ECR-419. On farms for which a tobacco, cotton, or wheat allotment was established for the first time in 1940, such new allotment may not be greater than the 1940 acreage of the crop, and any necessary reduction in the allotment should be made on Form ECR-419 before the application form is prepared.

D. EXCESS ACREAGE--ERRONEOUS ALLOTMENTS. In a limited number of cases, where through error in the county or State office the producer was officially notified in writing of an acreage allotment for a commodity which is larger than the allotment finally approved, and it is found by the committee that the producer, acting solely upon the information contained in the erroneous notice, planted an acreage to the commodity in excess of the final approved acreage allotment, deduction for excess acreage will be made only with respect to acreage in excess of the allotment erroneously issued. The application for payment in such a case must show the final approved acreage allotment and there must be attached to the application when submitted for payment the following:

1. A statement signed by the operator or operators, in which is set forth (a) that the operator or operators planted in 1940 the acreage shown on the application for payment as a direct result of having received from the county or State office in writing prior to completion of planting, an acreage allotment for the farm as finally constituted which subsequently proved to be in error; (b) that the planting of the crop was completed prior to the date on which the final approved acreage allotment for that commodity was received; (c) the date of the erroneous notice; (d) the date of the corrected notice; (e) the date on which the planting of the crop was completed.
2. The original copy of the erroneous notice which was mailed to the operator or a copy of such notice if original cannot be obtained.
3. A statement signed by a member of the county committee which sets forth the manner in which the error occurred and certifies that the statements of the operator referred to in "1" above are correct.

E. 1940 ACREAGE. Enter in line 3 the 1940 acreage of total soil-depleting crops, tobacco, cotton, peanuts, wheat, potatoes, corn, and commercial vegetables. In all cases these entries will be obtained from line 3, columns B to G, inclusive, of Form ECR-419.

II. PAYMENT IN CONNECTION WITH ACHIEVEMENT OF THE SOIL-BUILDING GOAL.

The code numbers and units of soil-building practices performed will be entered in columns H and I of Section IV from information on Form ECR-419. In cases where basic slag furnished as a grant of aid has been properly applied, the soil-building practice should be reported as "C-1" rather than "C." Form ECR-419 should be changed in this manner prior to the transfer of the information to the application. The sum of the units of soil-building practices in line 7, column I, of Form ECR-420 need not be shown, thus avoiding possible error in the entry. Entries in column K, lines 1, 4, and 5, will also be made from corresponding entries on Form ECR-419.

III. NAMES OF APPLICANTS.

A. NAMES AND ADDRESS OF APPLICANTS. Type in lines 10b, 11b, and 12b, of Section V the name of each applicant who appears on the corresponding line of Form ECR-419. If more than three applicants are interested in the farming operations, Supplement 1 to Form ECR-420 should be used.

Enter the address of each producer immediately below his typed name. The address should be the complete mailing address of the applicant and in every case the name of the State must be shown.

- B. OTHER FARMS. Information which appears on Form ECR-419 in Section VI with respect to other farms in the county in which an applicant has an interest should be transferred to the column headed "Other farms" in Section V of Form ECR-420. (Information relative to other farms in other counties or States will be set forth in Section VII.)
- C. SIGNATURES. Signatures of producers should not under any circumstances be obtained on applications prior to the time all the basic data have been entered thereon. Section VI of this procedure contains detailed instructions relative to signatures.

IV. DIVISION OF PAYMENT AMONG APPLICANTS.

- A. DIVISION OF SOIL-DEPLETING CROPS. In lines 10c, 11c, and 12c, of columns C, D, E, F, and G of Section VI, enter the shares of each applicant in the respective soil-depleting crops or his shares in the allotments if the allotted acreages rather than the planted acreages have been divided among the producers. This information will be obtained from the corresponding lines and columns of Form ECR-419. As provided in ECR-416 (Part III), in every case where the name of only one applicant appears, the word "All" or the 1940 crop acreage must be entered.
- B. NAMES AND ADDRESSES OF ASSIGNEES. The name and address of the assignee and the amount of the unpaid balance of the assignment should be entered in Section VI opposite the name of the applicant. This information will be obtained from the corresponding space on Form ECR-419.

Prior to the submission of applications for payment to the State office, there should be prepared an original and two copies of the list in numerical order of unpaid assignments. This list should show (a) the serial number of the application on which the name of the assignee appears; (b) the name of the assignee; (c) the name of the assignor, and (d) the amount of the unpaid balance. This list should be signed by a member of the county committee. One copy should be retained in the county file and the original and one copy forwarded to the State office. The State office will forward the original to the Examining Section in Washington, D. C. Forms ACP-69, Assignment, are not to be forwarded with the application to the State office but are to be retained in the county files. The amounts of the assignments on the applications need not be in exact agreement with the amounts reported on the listing where the difference is due to the inclusion of accrued interest.

- C. INDEBTEDNESS TO THE UNITED STATES. The amount of any indebtedness to the United States should be entered in Section VI in columns C--F, opposite the name of the person who is indebted. This information will

be obtained from Form ECR-419 and will be in one of the following forms:

"Due _____ (agency) _____ \$ _____"

"Due A.A.A. _____ (program and year) _____ \$ _____"

"Due ACP-100 \$ _____"

"Unpaid cotton mktg. penalty \$ _____"

As provided in ECR-ADM-526, no Form AAA-372, Producer's Request for Set-Off, could be filed in the county office subsequent to February 9, 1940; if, however, such form was properly filed in the county office prior to February 10, 1940, a notation on the application should be made in the following form:

"AAA-372 - F.S.A. - \$50.00"

If an assignment is reported for a producer who, according to the county register of indebtedness, is indebted to the Farm Credit Administration or the Farm Security Administration, the date that the assignment was filed in the county office should be shown in Section VII of the application.

D. DIVISION OF PRACTICE UNITS. Enter in lines 10c, 11c, and 12c, of column H each producer's interest in the soil-building practices performed. This information will be obtained from the column headed "Division of soil-building units" on Form ECR-419. Care should be exercised to see that one person is not given credit for all of the soil-building practices when another person is shown to have received grant of aid materials which have been used in performing some or all of the soil-building practices. If only one producer is interested in the application, the word "All" or the number of its must be entered opposite his name.

E. MATERIALS FURNISHED AS GRANT OF AID. Transfer the data from the three columns headed "Grants of aid" on Form ECR-419 to the corresponding columns on Form ECR-420. Whenever 20 percent superphosphate was furnished pursuant to a request made after March 28, 1940, "20% phos." should be entered at the head of the third column under "Grants of aid." It will not be necessary to enter "Pounds" as it will be understood that all entries on the application relative to 20 percent superphosphate refer to pounds. The deduction rate on the application will be that shown at the top of page 7 of Form ECR-316 (Part III) divided by 100. For example, the rate of deduction for 20 percent superphosphate furnished in Delaware is \$.0075.

When applications on which basic slag or seed have been furnished as a grant of aid are prepared, revisions should be made in the column headings to indicate the kind and amount of material and the rate of deduction, taking care to delete any printed wording which is not applicable to the kind of material furnished.

V. ADDITIONAL COMMITTEE DETERMINATIONS.

- A. FARMS IN OTHER COUNTIES AND STATES. Enter in Section VII of Form ECR-420 any information shown in Section VII of Form ECR-419 relative to farms in other counties or States in which one or more of the producers shown on the application has an interest. The county committee in addition should recommend to the State committee that multiple provisions be applied across county lines whenever it has knowledge of any farming operations in another county which offset performance rendered. In such a case the notation in Section VII would be in the following form: "John Doe - one farm in Jefferson County. Multiple provisions recommended."
- B. DOUBLE DEDUCTIONS FOR MISUSE OF GRANT OF AID MATERIALS. Enter in Section VII of Form ECR-420 any recommendation that double deduction be made for the misuse of grant of aid materials. Such recommendation should be in the following form: "Double deduction recommended - 500 pounds triple superphosphate." If more than one producer received grant of aid material, the amounts misused by each must be shown. No entry should be made in Section VII regarding a single deduction as such deduction is always applicable.
- C. FARMS NOT OPERATED. If a farm on which a special crop acreage allotment (including a commercial vegetable allotment) has been established is not operated in 1940 under the provisions of ECR-ADM-543, the notation "Not operated in 1940" must be entered in Section VII. In addition, on any application on which such allotments are shown and the entry in line 3 of column B is zero, there must be entered in Section VII the notation "Operated in 1940" or "Not operated in 1940," whichever is applicable.
- D. UNJUSTIFIED CHANGES IN TENURE. If there has been a change in the relationship between the landlord and tenants or sharecroppers on a farm or a reduction in the number of tenants or sharecroppers and the committee has found such change or reduction not justified, or was only partially justified, a notation will be made in the following form: "John Doe - entitled to only 50% of the 1940 tobacco payment." (See ECR-ADM-567.)
- E. KNOWINGLY OVERPLANTING COTTON. If any producer shown on the application has knowingly overplanted cotton on any farm, a notation should be made in Section VII to the effect that "John Doe knowingly overplanted cotton on another farm in 1940."
- F. SHARECROPPER STATUS. When a producer is interested in more than one application and his interest is that of a sharecropper on an application

on which a net deduction is incurred, a notation to that effect should be made in Section VII of the application on which the deduction is incurred and on which his interest is that of a sharecropper. Example: "John Doe - sharecropper on this farm."

- G. PRACTICES WHICH TEND TO DEFEAT PURPOSES OF PROGRAM. If the committee determines that one or more of the producers shown on the application has adopted practices which tend to defeat the purposes of the current or previous programs, a statement of the facts should be entered in Section VII or on a sheet of paper attached to the application. This includes cases where a person has misused, or participated in the misuse of a marketing card or failed to file any report required by or under the regulations pertaining to marketing quotas. (See ECR-ADM-416, 532, 568, 572.)
- H. NONPARTICIPATING FARMS. When it is necessary to submit an application for a nonparticipating farm because a person interested in such application is also interested in a participating farm, the application covering the nonparticipating farm should contain a notation in Section VII as follows: "This is a nonparticipating farm."
- I. IDENTIFICATION OF PERSON AS ONE NOT INDEBTED TO THE UNITED STATES. In counties where there are two persons having similar names and one of such persons is indebted to the United States, on the application executed by the person who is not indebted a notation to that effect should be made in Section VII. Example: "John Doe on this application is not the John Doe who is indebted to A. A. A."

VI. SIGNATURES OF APPLICANTS.

- A. OBTAINING SIGNATURES. When the application has been filled in, the signatures of the interested producers should be obtained. Applicants should sign in lines 10a, 11a, and 12a. Printed signatures and signatures by mark must be witnessed by one person who signs his name in his own handwriting. An applicant interested in the payments under the application may witness the signature of any other applicant.
- B. AUTHORITY FOR AND FORM OF SIGNATURES. The committee must determine that each person who signs an application in a representative or fiduciary capacity (as agent, attorney-in-fact, officer of a corporation, executor, etc.) is properly authorized to sign in such capacity. If the committee does not have knowledge of the fact that such person is properly authorized to sign in the capacity indicated, the committee should require documentary proof of authority. Documentary proof of authority in such cases may be returned to the producer or retained in the county office files with the county office copy of the application. It should not be forwarded to the State office.

The following points should be borne in mind in obtaining signatures of applicants:

1. Signatures of Individuals. A signature is acceptable provided it is decipherable to such an extent that when compared with the applicant's typed name it may be interpreted as reasonable identification of the person to whom payment is to be made. To say it another way, an illegible signature not appearing to be the signature of a producer other than the one whose name is typed in the appropriate space is acceptable.

It is necessary for a married woman to use her own Christian name rather than that of her husband. An application signed "Mrs. John Smith" is not acceptable, the proper form of signature being "Mrs. Mary A. Smith." The only exception to this rule is that if a married woman is signing an application in a fiduciary capacity, she may sign in the same manner that she has been designated in the court order or trust agreement, even though she is named as "Mrs. John E. Smith, Executrix of the Estate of John E. Smith, Deceased" or "Mrs. Henry A. Doe, Trustee for the Heirs of Henry A. Doe, Deceased."

The general rule with respect to signatures is that the signature must agree with the typed name. However, in view of the Committee's Certification in Section II of the application to the effect that "Each signature in Section V hereof is that of a person whose typed name appears immediately below the signature" certain variations as illustrated below are acceptable and special certifications relative to signatures are not to be attached to the applications

<u>Name of Producer as Typed</u>	<u>Acceptable Signature</u>
John W. Doe	J. Doe W. Doe J. W. Doe John Doe Wilson Doe John W. Doe J. Wilson Doe John Wilson Doe
John W. Doe, Jr.	John W. Doe, Jr. (and any form shown above with "Jr." added)
Mrs. Mary Doe	Mrs. Mary Doe Mrs. Mary Jane Doe Mary Doe Mrs. M. Doe

2. An Individual for Whom an Agent Signs. An agent who signs for a producer should repeat in his signature the name of his prin-

cipal in the manner in which it has been typed. The agent should sign his own name immediately below that of his principal and add the word "Agent" after his signature. Titles such as "manager", "overseer", and "operator" cannot be used for the reason that they do not indicate that persons acting in such capacity have sufficient authority to represent their principals in executing applications for payment. The wife of a producer who signs for her husband may not use the title "wife." She may, however, sign as "agent" if she is so authorized.

Name of Producer as Typed

Acceptable Signature

John W. Doe

John W. Doe
by James Smith, agent

James Smith, agent
for John W. Doe

John W. Doe
by Mrs. Mary Doe, agent

3. A Partnership. A partner in signing for a partnership should repeat the name of the firm followed by the words "A Partnership", in the manner in which the name has been typed and sign his own name immediately below, and add the title "partner" even though his name appears in the name of the partnership. A partner should not sign "James Jones and Son, a partnership, by William Jones, Son" or "Doe Brothers, a partnership, by John Doe, Brother."

Name of Producer as Typed

Acceptable Signature

John Doe & James Smith
A partnership

John Doe & James Smith,
A partnership,
by John Doe, partner

John Doe & James Smith,
A partnership,
by Wm. Jones, agent

John Doe & James Smith,
A partnership,
John Doe, partner
James Smith, partner

John Doe & Son
A partnership

John Doe & Son,
A partnership,
by John Doe, partner

John Doe & Son,
A partnership,
by George Doe, partner

4. A Corporation. A person signing for a corporation should write the name of his principal in the manner in which it is typed and sign his name immediately below following with his title. One of the officers, i. e. the president, vice president, secretary, or treasurer of a corporation may sign an application for payment, and in the case of a bank the cashier or assistant cashier, trust officer or assistant trust officer, may also sign. A clerk as such is not authorized to sign. He may, however, have power of attorney, in which case he should add to his signature the title "agent" but not "clerk." A farm manager may sign if he is specifically authorized to do so.

Name of Producer as Typed

Acceptable Signature

Doe Bros., Inc.

Doe Bros., Inc.
by John Doe, pres.

Doe Bros., Inc.
by James Smith, agent

Doe Bros., Inc.
by Henry Doe, treasurer

Doe Bros., Inc.
by Geo. Smith, manager

5. Sole Proprietor. The signature of a sole proprietor operating under a trade name should be affixed as follows:

Name of Producer as Typed

Acceptable Signature

Doe Company

Doe Company,
by John Doe, sole owner

Doe Company,
by Henry Jones, agent

6. Guardian, Executor, Administrator, or other Person Acting Under Court Appointment. The name of a person appointed by a court order should be included in the typed name together with the full name of the ward or estate. The status of the ward should be indicated by including the word "minor" or "incompetent" as the case may be. In the case of an estate, the full name of the deceased person should be shown in both typed name and signature.

Name of Producer as Typed

Acceptable Signature

James Smith, Guardian of
John Doe, incompetent

James Smith, guardian of
John Doe, incompetent

Henry Doe, Committee for
John Doe, incompetent

John Doe, incompetent
by Henry Doe, committee

Name of Producer as Typed

Acceptable Signature

Richard Roe, Executor of
the Estate of John Doe, dec.

Richard Roe, executor of
the estate of John Doe, dec.

Estate of John Doe,
by Richard Roe, executor

7. Estate for Which no Administrator or Executor Has Been Appointed or Where the Administrator or Executor Has Been Discharged. Producers who operate the farm as the heirs of an estate for which there has been no administration or the administration has been completed may be shown on the application as coproducers. In cases where one of the heirs or some other person has been appointed agent or trustee, the names of the individual heirs need not be shown but they may be designated collectively as "the heirs of the John Doe estate." If a person signs as agent for the estate of a deceased producer, he should always add the word "deceased" in order to distinguish the case from one in which the word "estate" appears as a part of the trade name. An agent may not sign on behalf of a deceased person as contrasted to the heirs of a deceased person. If the word "estate" appears as part of a trade name a notation to that effect should be made in Section VII of the application.

Name of Producer as Typed

Acceptable Signature

Heirs of John W. Doe, deceased,
by James Smith, agent

Heirs of John W. Doe, dec.,
by James Smith, agent

James Smith, agent for heirs
of John W. Doe, deceased

William Jones, trustee for
the heirs of John W. Doe

William Jones, trustee for
the heirs of John W. Doe

8. Agencies of State and County Governments. When an application is submitted covering a farm owned by a State or a county it should be clear from the typed name what county or State operates the farm. If an applicant is shown as "prison farm" or "county farm" such showing is not adequate as a check may not be drawn in this manner.

Name of Producer as Typed

Acceptable Signature

Brown County Farm

Brown County Farm
by John Doe, Judge,
Brown County Court

Brown County Farm
by Richard Roe, Chairman of
the Board of County
Commissioners

- C. SIGNATURES NOT OBTAINED. If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained to an application, a statement of the reason why such producer did not sign should be written in the space provided for additional committee determinations in Section VII. Example: "John Doe refused to sign", or "John Doe cannot be located."

VII. SIGNATURE OF COUNTY COMMITTEE.

DATE ON WHICH APPLICATION WAS FILED IN COUNTY OFFICE. There should be entered in the space provided in Section VII of the application the date on which the application was signed by at least one of the producers and filed in the county office. The application is considered to have been filed in the county office even though only one of the persons interested in the farming operations has signed. The absence of the date will not be cause for suspension unless the application is received in the Examining Section after March 31, 1941.

- B. SIGNATURE OF COUNTY COMMITTEEMAN. A member of the county committee acting for the committee will sign the application in Section VII. In addition, the committeeman who signs the application for the county committee should initial any changed figures or erasures which appear on the application. Whenever practicable, however, the application should be retyped rather than contain changed figures or erasures. Before any application is approved, careful consideration should be given to the representations of the committee in Section II as well as to the entries in Sections III, IV, V, and VI. The committee must also be sure that all applicable additional committee determinations have been entered in Section VII of the application.

VIII. SUBMISSION OF APPLICATIONS TO STATE OFFICE.

Form ECR Office Form No. 12, "Transmittal Sheet" will be used in transmitting applications for payment to the State Office in accordance with the instructions set forth in ECR-ADM-372 and Supplement 1 to ECR-ADM-372. Particular care should be exercised to see that when applications contain cross-references in Section V, all of the applications in the group are forwarded to the State office at the same time. In addition to the original and one copy of Form ECR-420 and the original of Form ECR-419, there will also be forwarded to the State office the original of each Form ACP-64 and Form ACP-119 (when required by the instructions in ECR-ADM-567, Revised).